Departmental Listservs (Add/Remove Members)

This instructional guide will walk you through the process of adding and removing members from departmental listservs.

Step-by-step guide

1. First, open a web browser and navigate to https://listserv.uga.edu
2. Log in:

   ![Login Required Image]

   Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to get a new LISTSERV password first.

   Email Address: idenver@uga.edu
   Password: ***********
   Log In  Change Password

3. Navigate to List Management, then click Subscriber Management:
4. Choose your departmental listserv from the drop down menu:

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**Subscriber Management**

Select List:

- Choose your departmental listserv from the drop down menu.
- We'll start by adding a member. Enter member's information into the "Add New Subscriber" field. I typically use the "email@email.com" format. Click Add to to complete:

5. We'll start by adding a member. Enter member's information into the "Add New Subscriber" field. I typically use the "email@email.com" username format. Click Add to to complete:

**GGYUGRD-L Geography Under Graduates**

Examine or Delete Subscription:

Name or Address: [Input Field]

Search in GGYUGRD-L | Clear

Add New Subscriber:

Email Address and Name: [Input Field]

- [Input Field]

- Send Email Notification
- Do Not Notify the User

Add to GGYUGRD-L | Clear
6. Now, we'll go over member removal. In the "Examine or Delete Subscription" field, you'll simply need to search for the member's email address:

![Image of the GGYUGRD-L page showing the Examine or Delete Subscription field]

7. Leave settings at their defaults, and choose to send an email notification, or delete without notification. Then select "Delete". You can also select "Delete from all Lists":

![Image of the GGYUGRD-L page showing the View or Set Subscription Options]

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**GTYUGRD-L**

**Examine or Delete Subscription**

Name or Address: 
- s_stallone@uga.edu
- henry@somewhere.com
- Henry Brown <henry@somewhere.com>

Search in GGYUGRD-L

**Add New Subscriber**

Email Address and Name: 
- henry@somewhere.com Henry Brown

Select options:
- Send Email Notification
- Do Not Notify the User

Add to GGYUGRD-L

**View or Set Subscription Options**

Notification Options:
- Send Email Notification
- Do Not Notify the User

Name: Sylvester Stallone
Email Address: s_stallone@uga.edu
Subscribed Since: 21 Sep 2016

Subscription Type:
- Regular
- Digest (text/plain)
- Digest (MIME format)
- Digest (HTML format)
- Index (text/plain)
- Index (HTML format)

Mail Header Style:
- Normal LISTSERV-style header
- LISTSERV-style, with listname in subject
- "Dual" (second header in mail body)
- sendmaill-style
- Normal LISTSERV-style (RFC 822 Compliant)

Acknowledgements:
- No acknowledgements
- Short message confirming receipt
- Receive copy of own postings

Miscellaneous:
- Mail delivery disabled temporarily
- Address concealed from REVIEW listing
- User is exempt from review/probing
- User may bypass moderation
- All postings sent to list owner for review
- User may not post to list

Update | Delete | New Search | Delete From All Lists
8. That's it, you're all set!

Subscriber Management (GGYUGRD-L)

stallone@uga.edu has been removed from the GGYUGRD-L list. No notification has been sent.

Select List:
GGYUGRD-L Geography Under Graduates

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