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)

   **Email Address:** jdenver@uga.edu
   **Password:** ********
   [Log In] [Change Password]

3. Navigate to List Management, then click Subscriber Management:

   ![List Management](image)

   - List Dashboard
   - List Configuration
   - List Reports
   - Customization
   - **Subscriber Management**
   - LISTSERV Command

This LISTSERV server is located at LISTSERV.UGA.EDU. Below you will find archives that have been configured with an HTML description, you can get more information.
4. Choose your departmental listserv from the drop down menu:

[Select List:]

- CHEM-FAC-TEN-FULL UGA - Chemistry
- CHEM-FAC-TENURED UGA - Chemistry
- CHEM-FAC-UNTENURED UGA - Chemistry
- CHEM-FAC-VOTING UGA - Chemistry
- CHEM-FACULTY UGA - Chemistry
- CHEM-GRAD-STUDENT UGA - Chemistry
- CHEM-GRAD-STUDENT-YR1 UGA - Chemistry
- CHEM-LISTS UGA - Chemistry
- CHEM-NMRUSERS Chemistry - NMR Users
- CHEM-POSTDOC UGA - Chemistry
- CHEM-STAFF UGA - Chemistry
- CHEM-UGRAD UGA - Chemistry Undergrads
- CHEM-UGRAD-ACS UGA - Chemistry
- CHEM-UGRAD-BS UGA - Chemistry
- CHEMISTRY UGA - Chemistry
- GGYALUM-L GGY ALUMNI
- GGYFAC-L Geography Faculty
- GGYGRD-L Geography Graduate Students
- GGYSTF-L Geography Staff
- GGYUGRD-L Geography Under Graduates

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:
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:

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".
8. That's it, you're all set!

Subscriber Management (GGYUGRD-L)

A 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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