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]

   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:

   ![Subscriber Management]

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

![Subscriber Management](image)

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" format. Click Add to to complete:

![GGYUGRD-L](image)
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:

```
Name or Address:
s_stallone@uga.edu
    henry@somewhere.com
    henry brown <henry@somewhere.com>
```

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".

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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