

Tech That Works For U

Listserv 101

Who We Are

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AGENDA

- **What is Listserv?**
- **Requesting a List**
- **Accessing Listserv**
- **List Owner Features**
- **Subscriber Features**
- **Best Practices**
- **Next Steps**

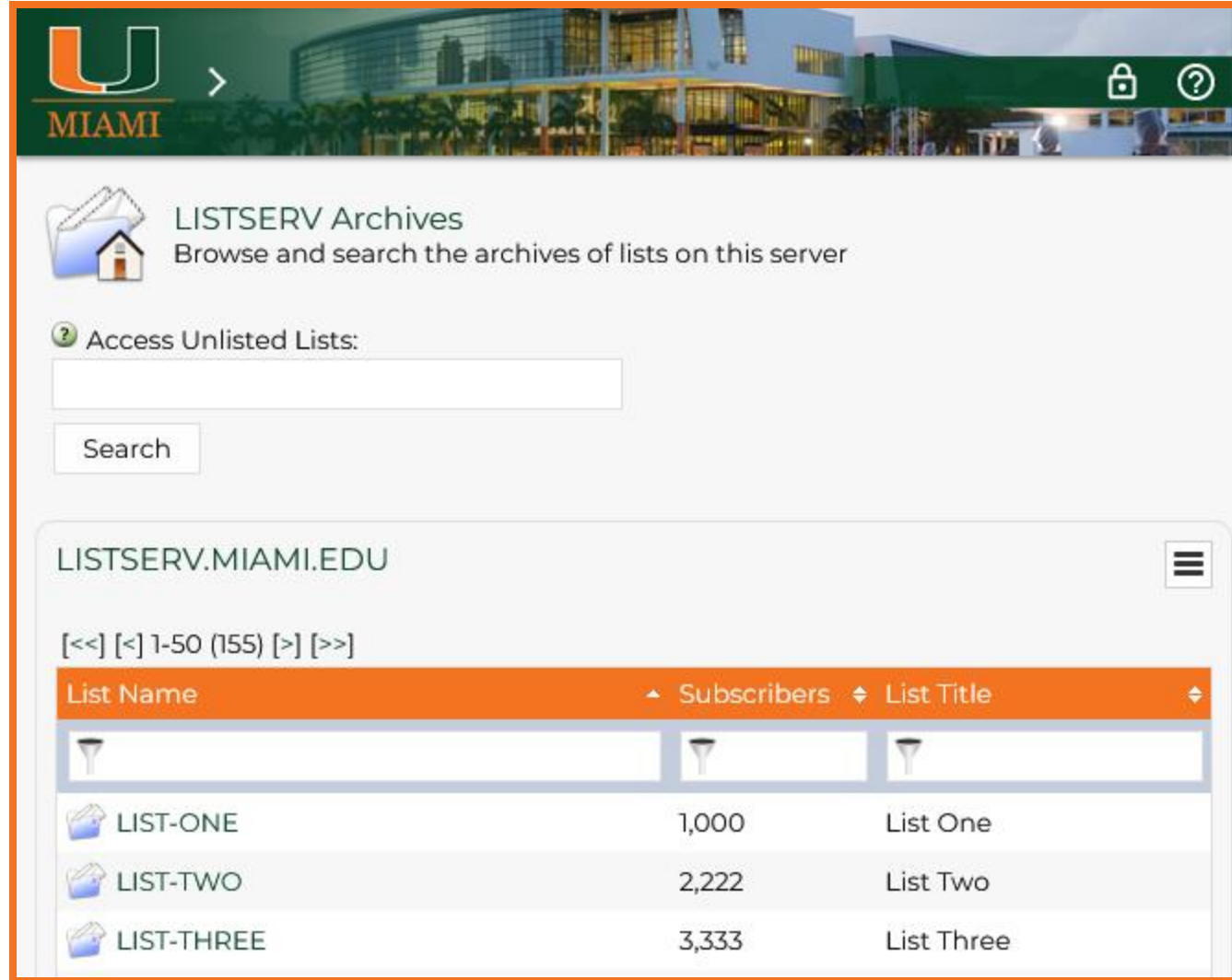
What is Listserv?



What is Listserv?

Listserv is an email list management software that can send bulk email (hundreds or thousands) and has many useful features.

- Listserv can send bulk email without getting your email account blocked for sending too many emails too soon.
- It's made up of lists both non-confidential and confidential
- Non-confidential lists may be viewed on the homepage at <https://listserv.miami.edu>.
- Confidential lists may be searched for but are typically known by owners.



MIAMI

LISTSERV Archives
Browse and search the archives of lists on this server

Access Unlisted Lists:

Search

LISTSERV.MIAMI.EDU

[<<] [<] 1-50 (155) [>] [>>]

List Name	Subscribers	List Title
LIST-ONE	1,000	List One
LIST-TWO	2,222	List Two
LIST-THREE	3,333	List Three

Uses

- Emailing Hundreds Or Thousands Of People
- Message Archival
- Make Bulk Changes to Subscribers
- Download Subscriber Listing
- Include Outside Subscribers
- Dynamic Subscribers via Database
- Know When Subscriber Joins or Leaves
- Log Subscriber Changes
- People Can Self-Sign Up To Your List

Requesting a List

Requesting a List

Locate and submit the Listserv Mailing List Request Form at miami.edu/listserv



INFORMATION TECHNOLOGY
SELF-SERVICE

Search the Self-Service Portal

 My Orders & Tickets Order Items & Services Service Catalog Knowledge Base Help & Support

UMIT HOME > SELF-SERVICE PORTAL > LISTSERV REQUEST

< UM Service Catalog > Email & Collaboration > Listserv Mailing List Request

 Search catalog

Request a new Listserv Mailing List Request

Faculty and staff members, as well as active registered student organizations (as verified through the Department of Student Activities & Student Organizations) throughout the University of Miami are able to request a mailing list. Please read the "University of Miami Policies for Mailing List Creation and Use" available at <https://www.miami.edu/listserv> before filling in the information below. Mailing lists are created using Listserv™. The mailing list address will have the following format: Your-ListName@listserv.miami.edu

Order this Item

Estimated
delivery time 5 Days
(calendar days)

Submit Order

Requester

Requested by
Edwin Flynn

* Requester's E-mail
edwin@miami.edu

Requested For (on behalf of)

List Owner Details

The list owner is responsible for maintaining and controlling access to the list.

* List Owner

List Owner's CaneID

List Owner's Phone Number

List Owner's E-Mail Address



INFORMATION TECHNOLOGY

Requesting a List

List Information

* Group

☐ Faculty ☐ Staff ☐ Student Organization

* List Name

▼ More Information

Please specify the e-mail address for the Listserv that is being requested. The name must be 32 characters or less and have no spaces.

Your List Name will be automatically appended with `<@listserv.miamiedu>`.

Examples: Biology-Staff, Linguistics-DEPT

* List Title

▼ More Information

Please specify the title for the Listserv that is being requested.

List Title appears next to email address for recipients. (Example: **Biology Staff** <BIOLOGY-STAFF@LISTSERV.MIAMI.EDU>)

Examples: Biology Staff, Linguistics Department

Requesting a List

* List Type

▼ More Information

You have a choice of three types of lists:

- Announcement List: A one-way list used for announcements, newsletters, and similar types of communication.

Subscribers are not allowed to post to the list.

- Moderated Discussion List: A two-way discussion list, where list postings have to be reviewed by a moderator.

Subscribers are allowed to post to the list. However, before their postings are distributed to the other subscribers, a moderator (editor) first has to approve them.

- Unmoderated Discussion List: A two-way discussion list, where the list postings are not reviewed by a moderator.

Subscribers are allowed to post to the list directly; there is no moderation or editor.

- ☐ Announcement List
- ☐ Moderated Discussion List
- ☐ Un-Moderated Discussion List

Requesting a List

* Is this a query based list?

▼ More Information

A query based Listserv list is a dynamic list. Changes are made automatically. Subscribers cannot be added or removed from the list by the list owner.

☒ No ☐ Yes

[-] Additional List Details

Default responses have been pre-selected for the questions below.

* How to Subscribe to the List

By the Owner (Subscribers Request; Owner Adds) ▼

Attachment Policy

▼ More Information

Determines how messages with attachments should be handled.

Accept messages with attachments ▼

Is This List Confidential

Confidential (Hide from Archive Index and CataList) ▼

Send Email Notifications

No, do not send email notifications ▼

Keep Logs of the List Activities

▼ More Information

Determines whether to maintain change-logs. Change-logs record event data about all list activities, including subscriptions, sign-offs, deletions, messages posted, etc. Change-logs must be enabled to view list activity reports.

No, do not maintain change-logs ▼

* List Archives

-- None -- ▼

Additional Comments/Notes

Renaming / Deleting a List

Only the Listserv administrators can rename or delete a Listserv list.

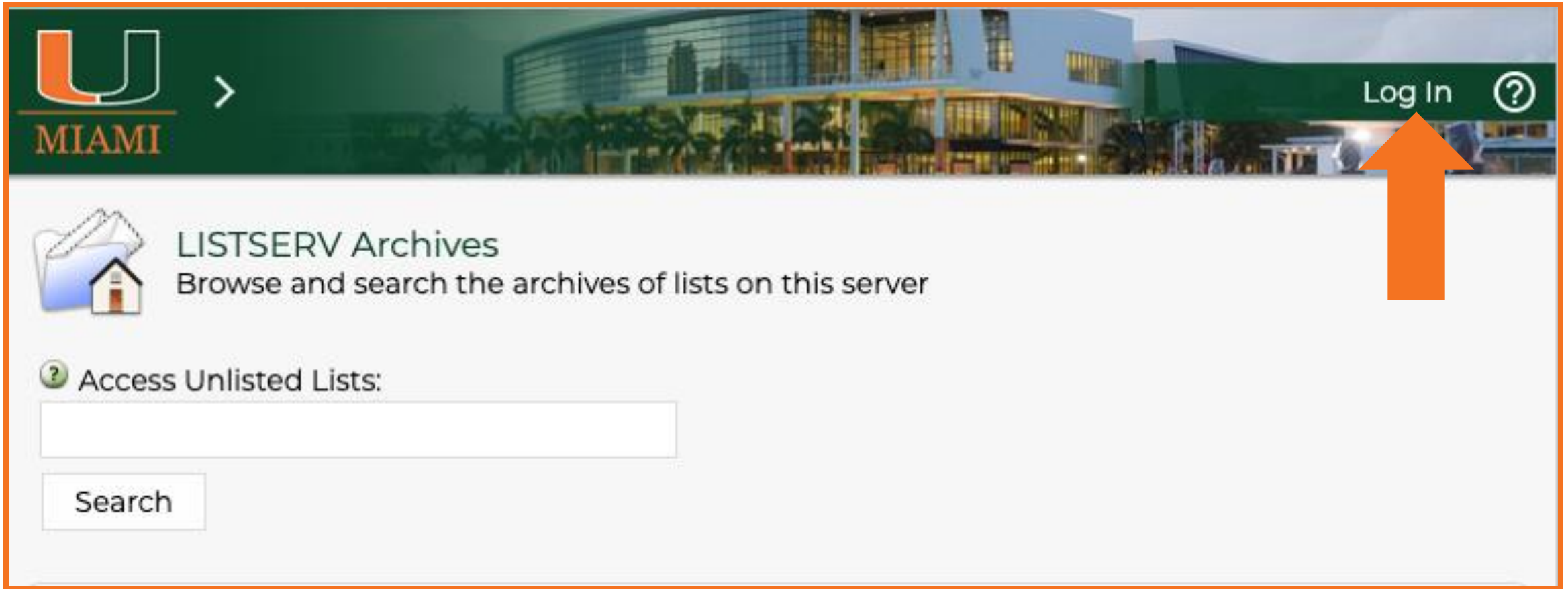
Contact your campus help desk for assistance.

- Gables/RSMAS Campus: 305-284-6565 or help@miami.edu
- Medical Campus: 305-243-5999 or help@med.miami.edu

Accessing Listserv

Accessing Listserv

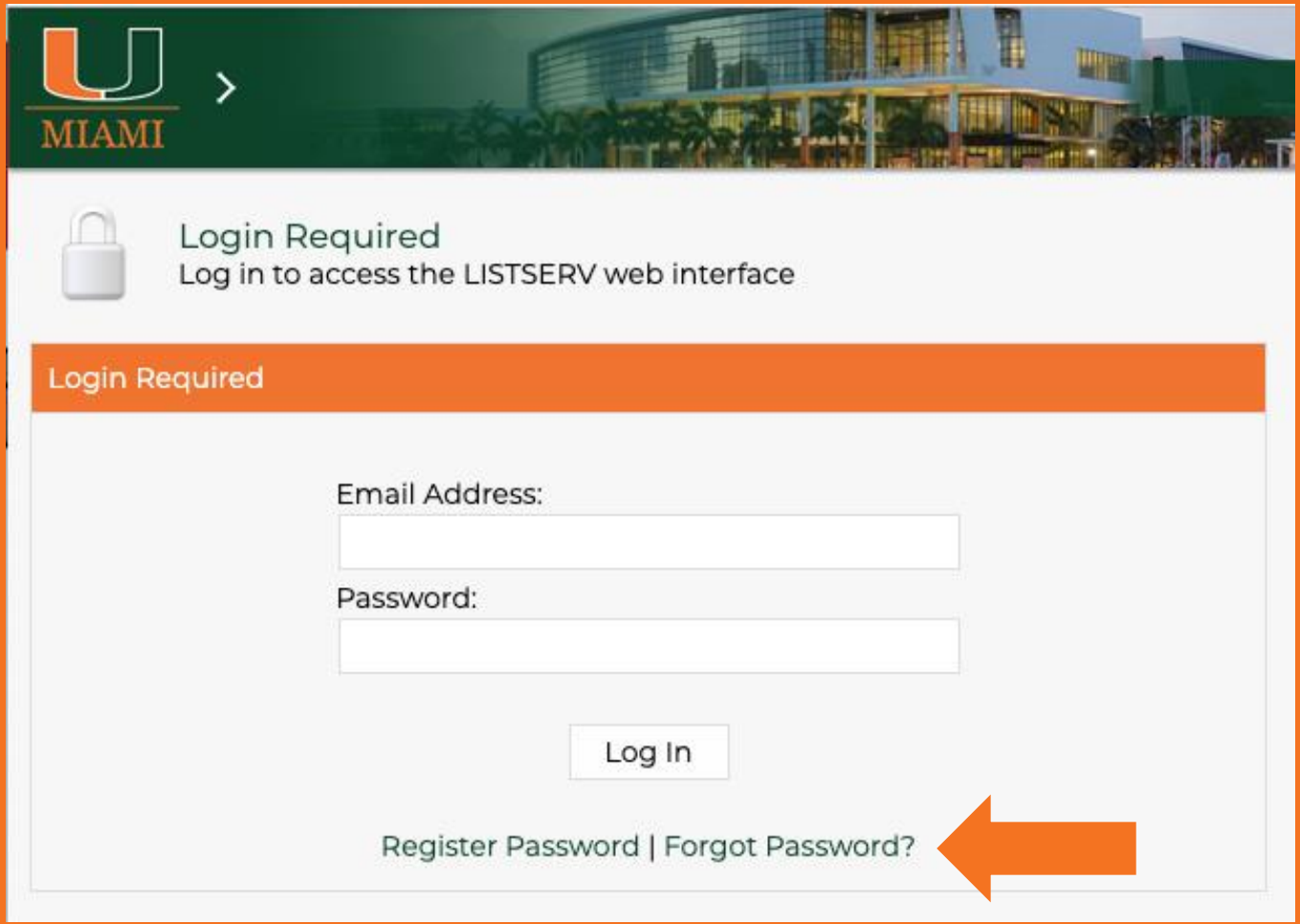
To access Listserv, go to <https://listserv.miami.edu> and click **Log In**.



Accessing Listserv

Provide your email address and password.

If you forgot your password or do not have one click Register Password or Forgot Password.



 >

 Login Required
Log in to access the LISTSERV web interface

Login Required

Email Address:

Password:

[Register Password](#) | [Forgot Password?](#)

Accessing Listserv

If you forgot your password or do not have one, you will be asked to provide a desired password and confirm the password using the link in the confirmation email.



Register LISTSERV Password
Register a new password for the LISTSERV web interface

Register LISTSERV Password

Please enter your email address and the desired password. If you already have a LISTSERV password but cannot remember it, this procedure will replace your existing password with the new one.

Email Address:

Password:

Password (Again):

 Delete ...

Command confirmation request (6D4D596B)

 University of Miami LISTSERV Server (17.0) <LISTSERV@LISTEUS.CGCENT.MIAMI.EDU>
Mon 10/28/2019 11:47 AM
Test Office 365 Account

Your command:

PW REP *****

requires confirmation. To confirm the execution of your command, click on this link:

<https://listeus.cgcent.miami.edu/scripts/wa.exe?OK=6D4D596B>

Your command will be canceled automatically if LISTSERV does not receive your confirmation within 48h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you don't want to confirm the command, then simply discard this message and let the request expire on its own.

Accessing Listserv


MIAMI

testo365@miami.edu ?

List Management

List Dashboard

List Moderation

List Configuration

List Reports

Subscriber Reports

List Activity Reports

Subscriber Management

Web Templates

Mail Templates

Newsletter Templates

LISTSERV Command

Subscriber Options

LISTSERV Archives

Search Archives

 List Reports
Create reports of lists and their configuration settings

LISTSERV.MIAMI.EDU (3 Lists)

Report Format:
Table Update

Customize Report

List Name	Subscribers	Owner	Subscription	Send	Confidential
 TESTO365	0	testo365@MIAMI.EDU, sibis@MIAMI.EDU	Closed	Owner, Confirm	No
 TESTO365-2	0	testo365@MIAMI.EDU, sibis@MIAMI.EDU	Open, Confirm	Owner, Confirm	No
 TESTO365-3	0	testo365@MIAMI.EDU, sibis@MIAMI.EDU	Closed	Owner, Confirm	Yes

Lines per Page:
50 Update

LISTSERV.MIAMI.EDU



List Owner Features

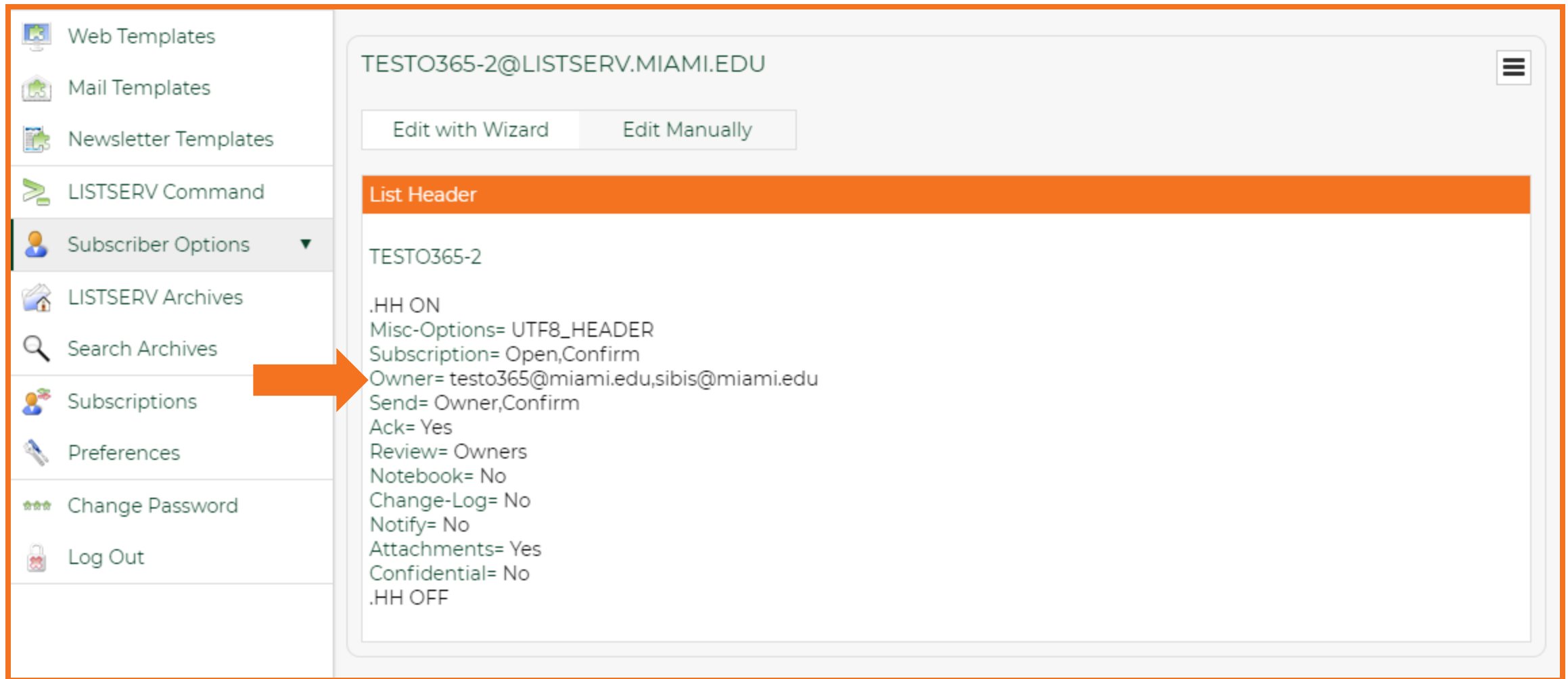
Update Owners

Adding or changing list owners

The screenshot displays the University of Miami ListSERV interface. The top navigation bar includes the University of Miami logo and the user email address `testo365@MIAMI.EDU`. The left sidebar contains a menu with the following items: List Management, List Dashboard, List Moderation, List Configuration (highlighted with an orange arrow), List Customization, List Reports, Subscriber Reports, List Activity Reports, and Subscriber Management. The main content area is titled 'List Configuration' with the subtitle 'Edit the configuration of a LISTSERV list'. A notification banner in the top right corner indicates 'New in LISTSERV 17.0'. The 'Select List:' dropdown menu is set to 'TESTO365-2 TESTO365-2', with an orange arrow pointing to it. Below this is a 'Keyword: (Show All Keywords)' field and a 'Search' button. At the bottom of the main content area are four buttons: 'My Configuration' (highlighted in orange), 'Descriptions', 'Administrators', and 'Subscriptions'.

Update Owners

Adding or changing list owners



The screenshot displays the LISTSERV web interface. On the left is a navigation menu with the following items: Web Templates, Mail Templates, Newsletter Templates, LISTSERV Command, Subscriber Options (highlighted with a dropdown arrow), LISTSERV Archives, Search Archives, Subscriptions, Preferences, Change Password, and Log Out. An orange arrow points from the 'Subscriptions' item to the main content area. The main content area shows the configuration for the list 'TESTO365-2@LISTSERV.MIAMI.EDU'. At the top, there are two buttons: 'Edit with Wizard' and 'Edit Manually'. Below these is a section titled 'List Header' with an orange background. The content of the 'List Header' section is as follows:

```
TESTO365-2
.HH ON
Misc-Options= UTF8_HEADER
Subscription= Open,Confirm
Owner= testo365@miami.edu,sibis@miami.edu
Send= Owner,Confirm
Ack= Yes
Review= Owners
Notebook= No
Change-Log= No
Notify= No
Attachments= Yes
Confidential= No
.HH OFF
```

Update Owners

Adding or changing list owners

Left Sidebar:

- List Moderation
- List Configuration
- List Reports
- Subscriber Reports
- List Activity Reports
- Subscriber Management
- Web Templates
- Mail Templates
- Newsletter Templates
- LISTSERV Command
- Subscriber Options (Expanded)
- LISTSERV Archives
- Search Archives
- Subscriptions
- Preferences
- Change Password
- Log Out

Main Content Area:

Select List: TESTO365-2 TESTO365-2 [Update]

Keyword: (Show All Keywords) [Search]

TESTO365-2@LISTSERV.MIAMI.EDU [Menu Icon]

Keyword

Owner= testo365@miami.edu sibis@miami.edu [Orange Arrow Points Here]

Defines the owners of the list.

joe@example.com

Quiet:

godiva@example.com
(TESTO365-2-ADMIN)
Owner(OTHERLIST)

[Back] [Update]

Update Owners

Adding or changing list owners

?

Select List:

TESTO365-2 TESTO365-2

▼

Update

?

Keyword: (Show All Keywords)

Search

TESTO365-2@LISTSERV.MIAMI.EDU

≡

Keyword

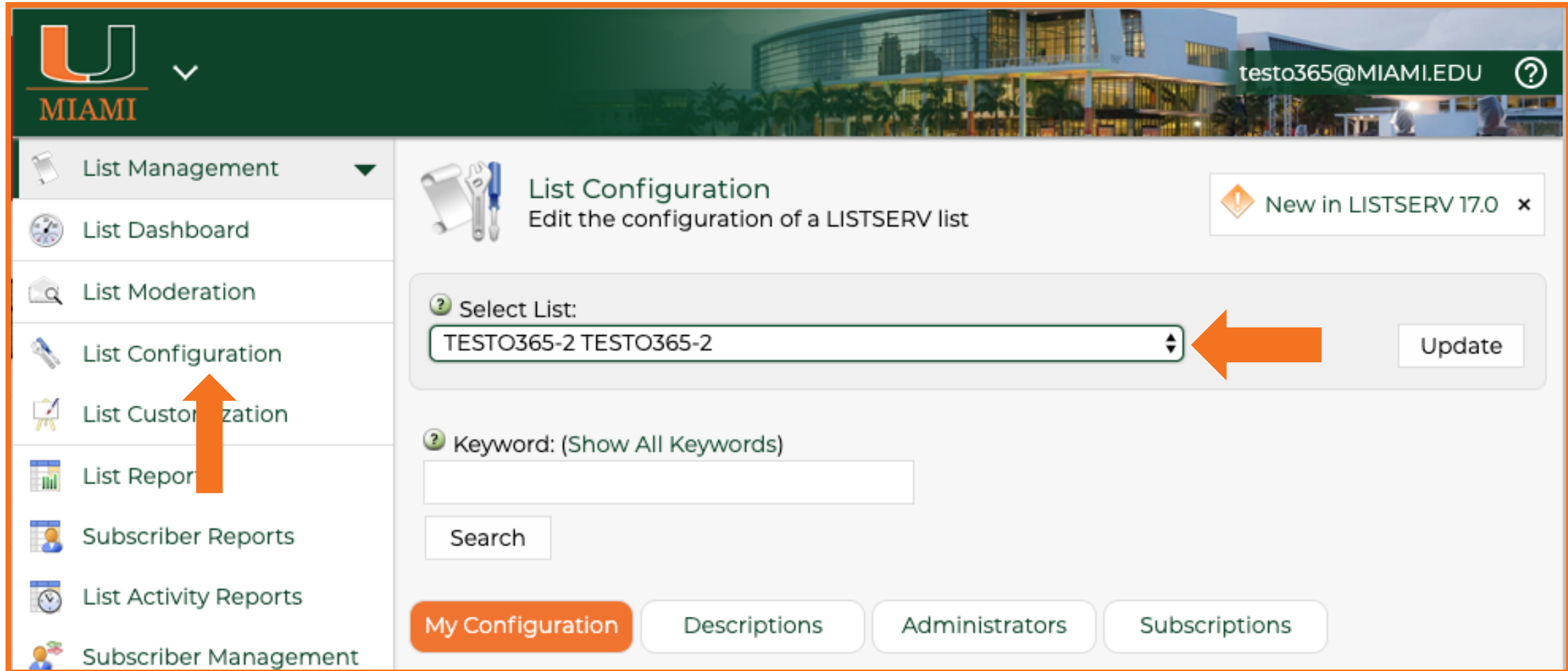
?

Owner=testo365@miami.edu
sibis@miami.edu

Defines the owners of the list.

Specify Who Can Send

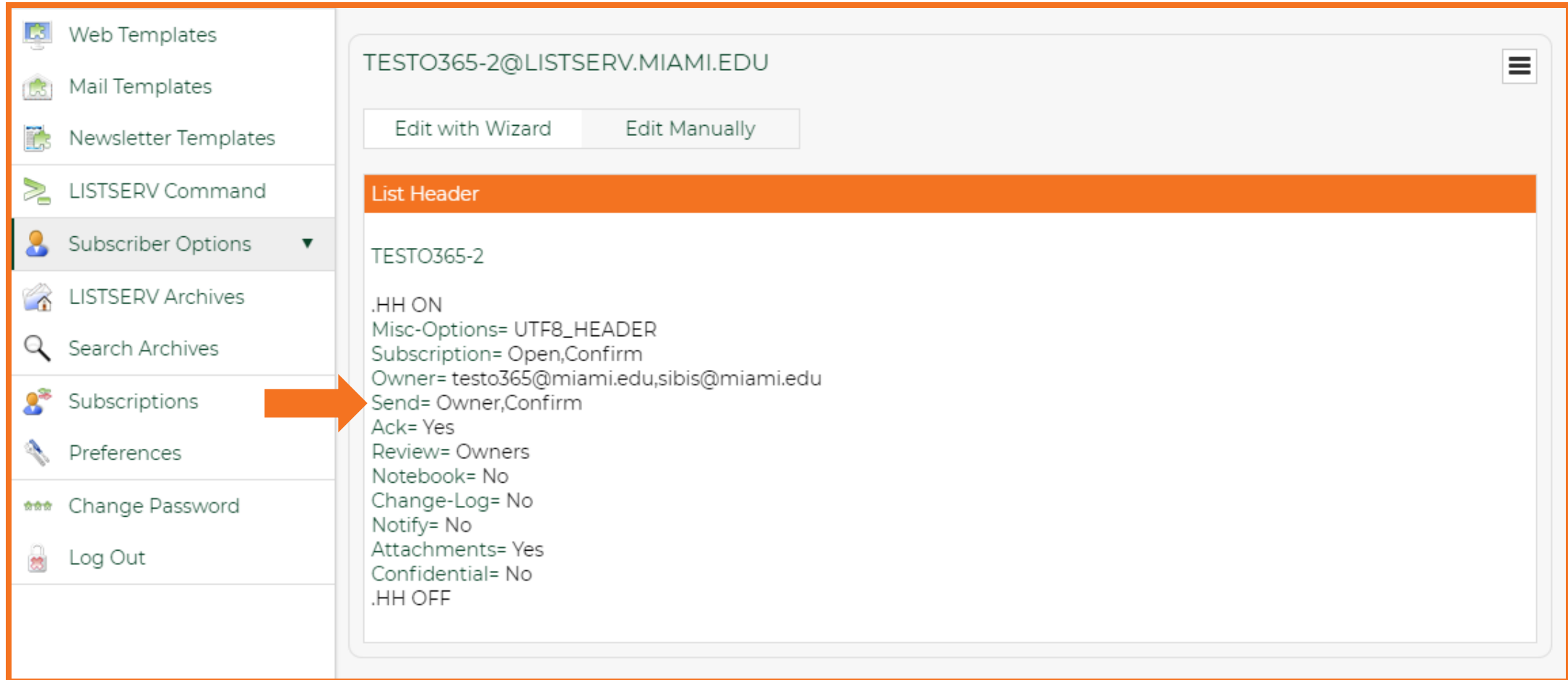
Adding or changing list senders



The screenshot shows the 'List Configuration' page in the MIAMI Information Technology system. The left sidebar contains a menu with the following items: List Management, List Dashboard, List Moderation, List Configuration, List Customization, List Reports, Subscriber Reports, List Activity Reports, and Subscriber Management. An orange arrow points to 'List Configuration'. The main content area is titled 'List Configuration' with the subtitle 'Edit the configuration of a LISTSERV list'. A notification box in the top right corner says 'New in LISTSERV 17.0'. The 'Select List:' dropdown menu is set to 'TESTO365-2 TESTO365-2', with an orange arrow pointing to it. Below this is a 'Keyword: (Show All Keywords)' search field with a 'Search' button. At the bottom, there are four buttons: 'My Configuration' (highlighted in orange), 'Descriptions', 'Administrators', and 'Subscriptions'. The top right of the interface shows the user 'testo365@MIAMI.EDU' and a help icon.

Specify Who Can Send

Adding or changing list senders



The screenshot displays the LISTSERV web interface. On the left is a navigation menu with the following items: Web Templates, Mail Templates, Newsletter Templates, LISTSERV Command, Subscriber Options (highlighted with a dropdown arrow), LISTSERV Archives, Search Archives, Subscriptions (indicated by an orange arrow), Preferences, Change Password, and Log Out. The main content area shows the configuration for the list 'TESTO365-2@LISTSERV.MIAMI.EDU'. It includes two buttons: 'Edit with Wizard' and 'Edit Manually'. Below these is a section titled 'List Header' in an orange bar, followed by the list name 'TESTO365-2' and a block of configuration text: .HH ON, Misc-Options= UTF8_HEADER, Subscription= Open,Confirm, Owner= testo365@miami.edu,sibis@miami.edu, Send= Owner,Confirm, Ack= Yes, Review= Owners, Notebook= No, Change-Log= No, Notify= No, Attachments= Yes, Confidential= No, and .HH OFF.

Web Templates

Mail Templates

Newsletter Templates

LISTSERV Command

Subscriber Options ▼

LISTSERV Archives

Search Archives

Subscriptions →

Preferences

Change Password

Log Out

TESTO365-2@LISTSERV.MIAMI.EDU

Edit with Wizard Edit Manually

List Header

TESTO365-2

.HH ON
Misc-Options= UTF8_HEADER
Subscription= Open,Confirm
Owner= testo365@miami.edu,sibis@miami.edu
Send= Owner,Confirm
Ack= Yes
Review= Owners
Notebook= No
Change-Log= No
Notify= No
Attachments= Yes
Confidential= No
.HH OFF

Specify Who Can Send

Search

TESTO365-2@LISTSERV.MIAMI.EDU

Keyword

Send= Owner Defines who is allowed to send messages to the list and whether confirmation is required.

Special:
testsender@miami.edu
testsender2@miami.edu

(OTHERLIST)
Owner(OTHERLIST)
someuser@example.com

Confirm: ☒

Only Non-Members confirm: ☐

Hold: ☐

Semi-Moderated: ☐

NoMIME: ☐

Summary of current "Send" setting:

- List owners may post to the list. Posts from all other sources will be rejected.
- The list owners will be required to confirm their own postings before these are accepted for distribution to the list.
- Owner= testo365@miami.edu,sibis@miami.edu

Note: If changing to "Editor", you must first define the Editor.

The header of the TESTO365-2 list has been successfully replaced.

Keyword: (Show All Keywords)

Search

Update

Back

Full Description

TESTO365-2@LISTSERV.MIAMI.EDU

Managing Subscribers

Use List Reports to manage your subscribers.

List Management

- List Management
- List Dashboard
- List Moderation
- List Configuration
- List Reports**
- Subscriber Reports
- List Activity Reports
- Subscriber Management
- Web Templates
- Mail Templates
- Newsletter Templates
- LISTSERV Command

List Reports
Create reports of lists and their configuration settings

Listserv has been upgraded to version 17.0. To learn more, click here.

LISTSERV.MIAMI.EDU (3 Lists)

Report Format: Table Update

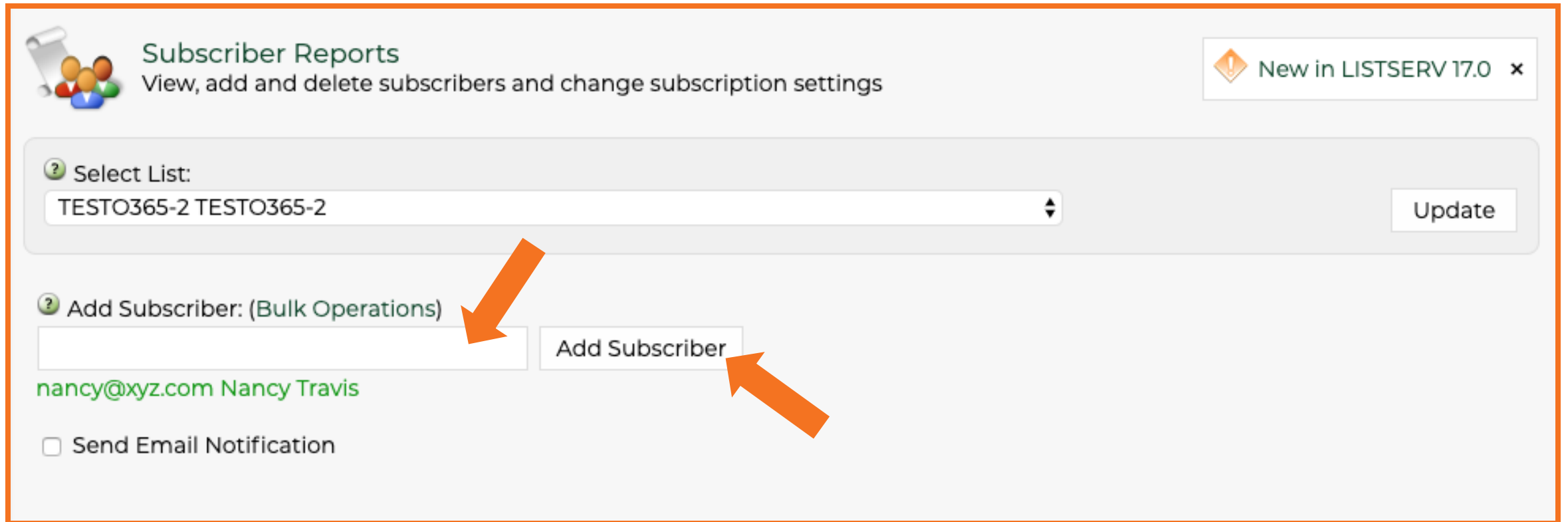
Customize Report

List Name	Subscribers	Owner	Subscription	Send	Confidential	Notebook
TESTO365	0	testo365@MIAMI.EDU, sibilis@MIAMI.EDU	Closed	Owner, Confirm	No	No
TESTO365-2	0	testo365@MIAMI.EDU, sibilis@MIAMI.EDU	Open, Confirm	Owner, Confirm	No	No
TESTO365-3	0	testo365@MIAMI.EDU, sibilis@MIAMI.EDU	Closed	Owner, Confirm	Yes	No

Managing Subscribers

Adding Subscribers

Type the email address of the person in Add Subscriber and click Add Subscriber.



 **Subscriber Reports**
View, add and delete subscribers and change subscription settings

 New in LISTSERV 17.0 x

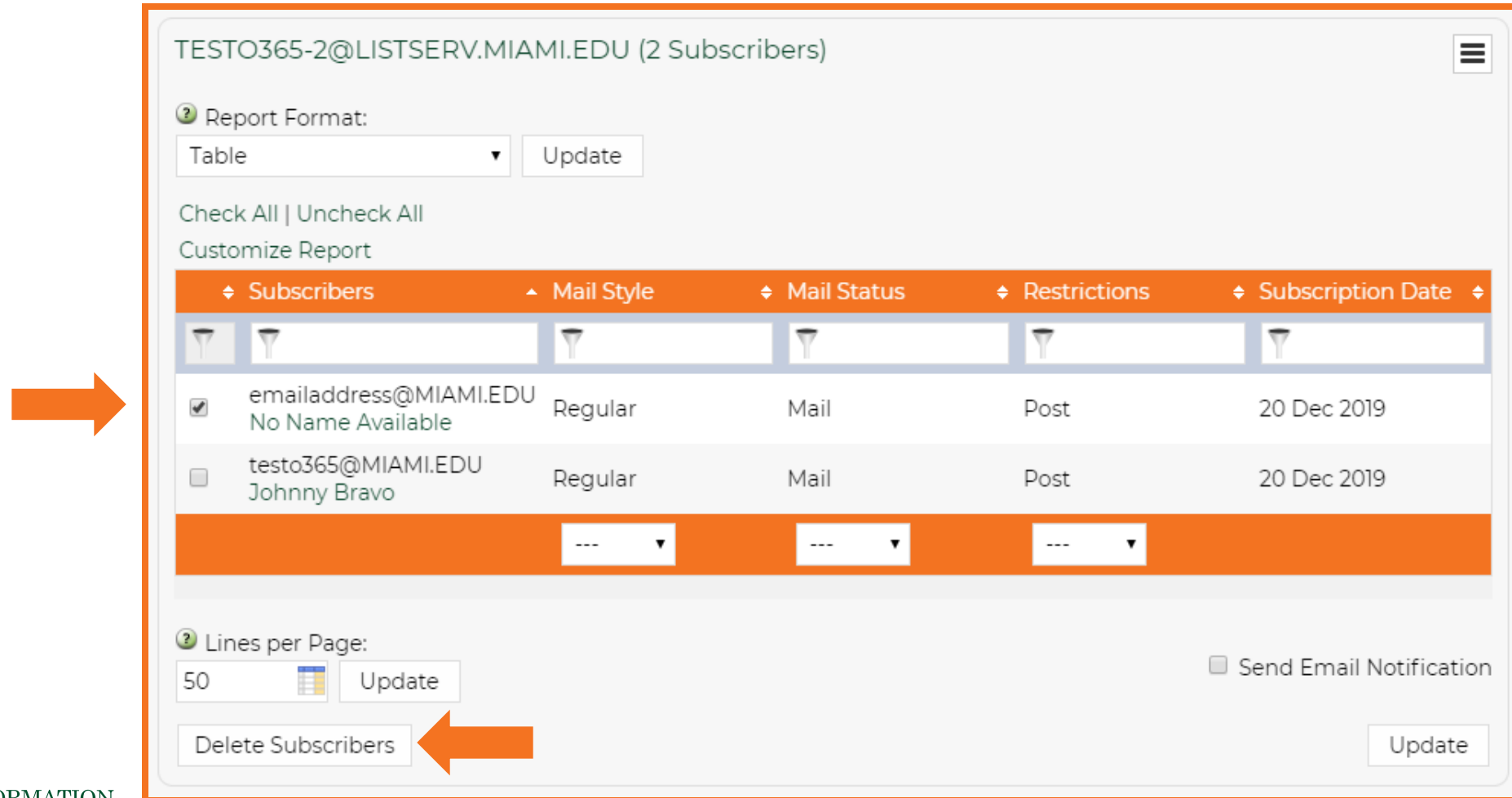
? Select List:
TESTO365-2 TESTO365-2  

? Add Subscriber: (Bulk Operations)
 
nancy@xyz.com Nancy Travis

☐ Send Email Notification

Managing Subscribers

Deleting Subscribers



TESTO365-2@LISTSERV.MIAMI.EDU (2 Subscribers)

Report Format:
Table Update

Check All | Uncheck All
Customize Report

Subscribers	Mail Style	Mail Status	Restrictions	Subscription Date
☒ emailaddress@MIAMI.EDU No Name Available	Regular	Mail	Post	20 Dec 2019
☐ testo365@MIAMI.EDU Johnny Bravo	Regular	Mail	Post	20 Dec 2019

Lines per Page:
50 Update

☐ Send Email Notification

Delete Subscribers Update

Managing Subscribers

Updating Subscribers

TESTO365-2@LISTSERV.MIAMI.EDU (2 Subscribers) 

 Report Format:

Table ▼

Update

Check All | Uncheck All
Customize Report

◆ Subscribers	▲ Mail Style	◆ Mail Status	◆ Restrictions	◆ Subscription Date ◆
				
☐ emailaddress@MIAMI.EDU No Name Available	Regular	Mail	Post	20 Dec 2019
☐ testo365@MIAMI.EDU Johnny Bravo	Regular	Mail	Post	20 Dec 2019

Managing Subscribers

Updating Subscribers

 Subscription Management
Add, delete or change subscriptions

Listserv has been upgraded to version 17.0.
To learn more, click here. 

TESTO365-2@LISTSERV.MIAMI.EDU 

 Notification:

☐ Send Email Notification
☒ Do Not Notify the User

 Name:

 Johnny Bravo

 Email Address:

testo365@miami.edu

Subscribed Since: 20 Dec 2019

 Subscription Type:

☒ Regular
☐ Digest (Traditional)
☐ Digest (MIME Format)
☐ Digest (HTML Format)
☐ Index (Traditional)
☐ Index (HTML Format)

[NODIGEST]
[NOMIME DIGEST]
[NOHTML MIME DIGEST]
[HTML DIGEST]
[NOHTML INDEX]
[HTML INDEX]

Managing Subscribers

Updating Subscribers

?

Acknowledgements:

☐ No Acknowledgements

☒ Short Message Confirming Receipt

☐ Receive Copy of Own Postings

[NOACK NOREPRO]

[ACK NOREPRO]

[NOACK REPRO]

?

Miscellaneous:

☐ Mail Delivery Disabled Temporarily

☐ Address Concealed from REVIEW Listing

☐ User is Exempt from Renewal/Probing

☐ User May Bypass Moderation

☐ All Postings Sent to List Owner for Review

☐ User May Not Post to List

[NOMAIL]

[CONCEAL]

[NORENEW]

[EDITOR]

[REVIEW]

[NOPOST]

Update Settings

Delete

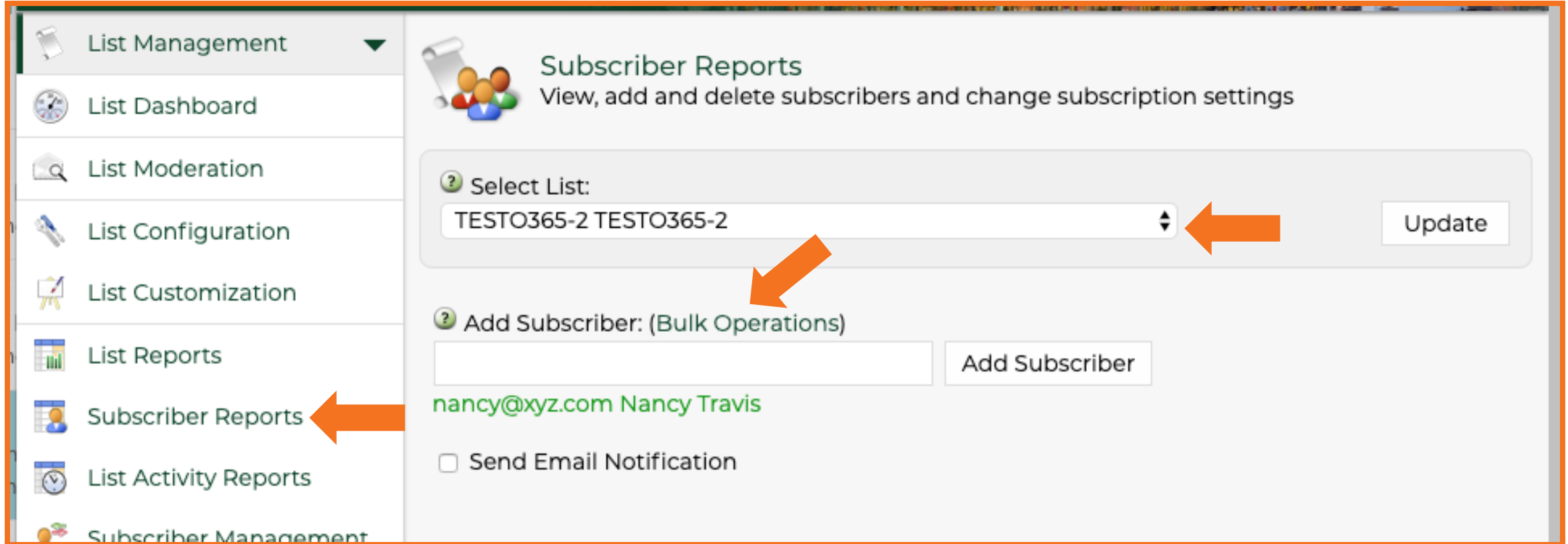
Delete From All Lists

LISTSERV.MIAMI.EDU



Managing Subscribers

You can upload a large number of subscribers at once, using the Bulk Operations feature



The screenshot displays the 'Subscriber Reports' section of a web application. On the left is a sidebar menu with the following items: List Management, List Dashboard, List Moderation, List Configuration, List Customization, List Reports, Subscriber Reports, List Activity Reports, and Subscriber Management. The 'Subscriber Reports' item is highlighted with an orange arrow. The main content area is titled 'Subscriber Reports' with a subtitle 'View, add and delete subscribers and change subscription settings'. It features a 'Select List:' dropdown menu showing 'TESTO365-2 TESTO365-2', with an orange arrow pointing to it and another orange arrow pointing to the 'Update' button. Below this is an 'Add Subscriber: (Bulk Operations)' section with an input field containing 'nancy@xyz.com Nancy Travis' and an 'Add Subscriber' button. A checkbox for 'Send Email Notification' is also present.

Managing Subscribers

You can upload a large number of subscribers at once, using the Bulk Operations feature

Bulk Operations

☒ **Add** the imported addresses to TESTO365-2; do not remove any subscribers.

☐ **Remove all subscribers** from TESTO365-2; and **add** the imported addresses (to remove all subscribers, select this option and omit the input file).

☐ **Remove** the imported addresses from TESTO365-2; do not add any subscribers.

☐ **Remove** the imported addresses from **all lists**.

Choose File

No file chosen

Import

Sending To A List

Email a Listserv list the way you would email a person through Outlook or webmail.

Address the email to the list @ listserv.miami.edu, ex: example@listserv.miami.edu

The screenshot shows an Outlook email composition window with the 'Options' tab selected. The window title bar includes icons for saving, undo, redo, and other standard functions, along with the text 'Example...'. The ribbon contains 'File', 'Message', 'Insert', 'Draw', 'Options' (active), 'Format', 'Review', and 'Help'. Below the ribbon, there are buttons for 'Themes', 'Colors', 'Fonts', and 'Effects'. The email fields are as follows:

- From:** iss@miami.edu
- To:** example@listserv.miami.edu;
- Cc:**
- Subject:** Example Email

The body of the email contains the text: "This is my email."

Sending To A List

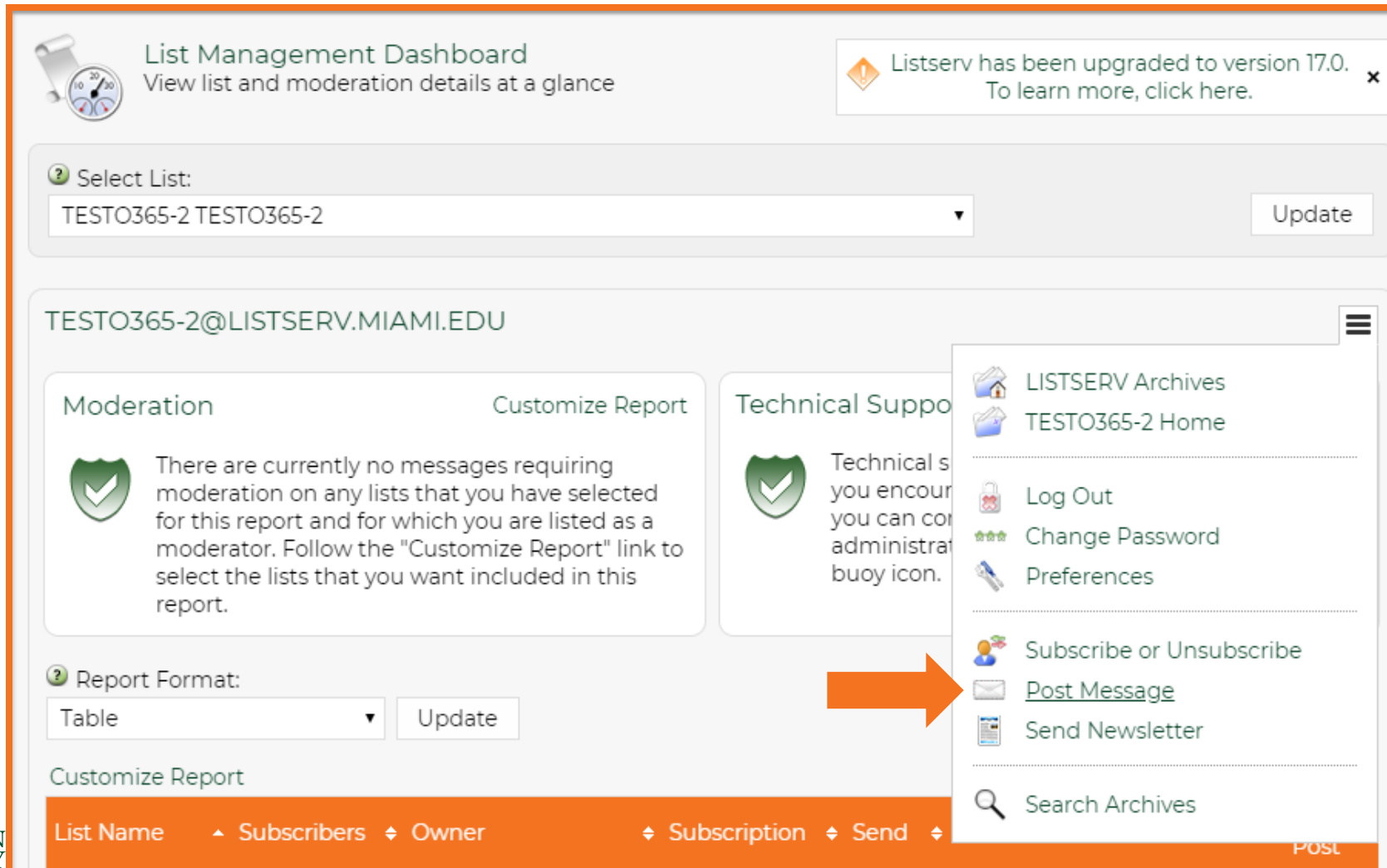
To email via the Listserv website, click List Dashboard, locate your list, click the three bars icon, and select click Post Message.

The screenshot displays the Listserv List Management Dashboard. The sidebar on the left contains the following menu items: List Management, List Dashboard, List Moderation, List Configuration, List Reports, Subscriber Reports, List Activity Reports, Subscriber Management, Web Templates, Mail Templates, Newsletter Templates, LISTSERV Command, Subscriber Options, LISTSERV Archives, and Search Archives. The main content area features a 'Select List' dropdown menu with the following options: Select List, ROB Rob's Test List, ROB2 ROB2, TESTO365 TESTO365, TESTO365-2 TESTO365-2, and TESTO365-3 TESTO365-3. Below the dropdown, there are two status messages: 'There are currently no messages requiring moderation on any lists that you have selected for this report and for which you are listed as a moderator. Follow the "Customize Report" link to select the lists that you want included in this report.' and 'Technical support has been enabled. If you encounter problems with your lists, you can contact the server administrator by clicking on the life buoy icon.' The 'Report Format' is set to 'Table'. The 'Customize Report' section shows a table with the following columns: List Name, Subscribers, Owner, Subscription, Send, Confidential, Notebook, and Log Pos. The table contains one row for the list 'ROB' with 2 subscribers, owned by 'testo365@MIAMI.EDU', with a 'Closed' subscription, 'Editor' send, 'Yes' confidential, 'No' notebook, and a log position of '[+]'. The user 'testo365@miami.edu' is logged in.

List Name	Subscribers	Owner	Subscription	Send	Confidential	Notebook	Log Pos
ROB	2	testo365@MIAMI.EDU	Closed	Editor	Yes	No	[+]

Sending To A List

To email via the Listserv website, click List Dashboard, locate your list, click the three bars icon, and select click Post Message.



List Management Dashboard
View list and moderation details at a glance

Listserv has been upgraded to version 17.0.
To learn more, click here.

Select List:
TESTO365-2 TESTO365-2 Update

TESTO365-2@LISTSERV.MIAMI.EDU ≡

Moderation Customize Report

There are currently no messages requiring moderation on any lists that you have selected for this report and for which you are listed as a moderator. Follow the "Customize Report" link to select the lists that you want included in this report.

Technical Support

Technical support you encourage you can contact your administrator by clicking the buoy icon.

- LISTSERV Archives
- TESTO365-2 Home
- Log Out
- Change Password
- Preferences
- Subscribe or Unsubscribe
- Post Message**
- Send Newsletter
- Search Archives

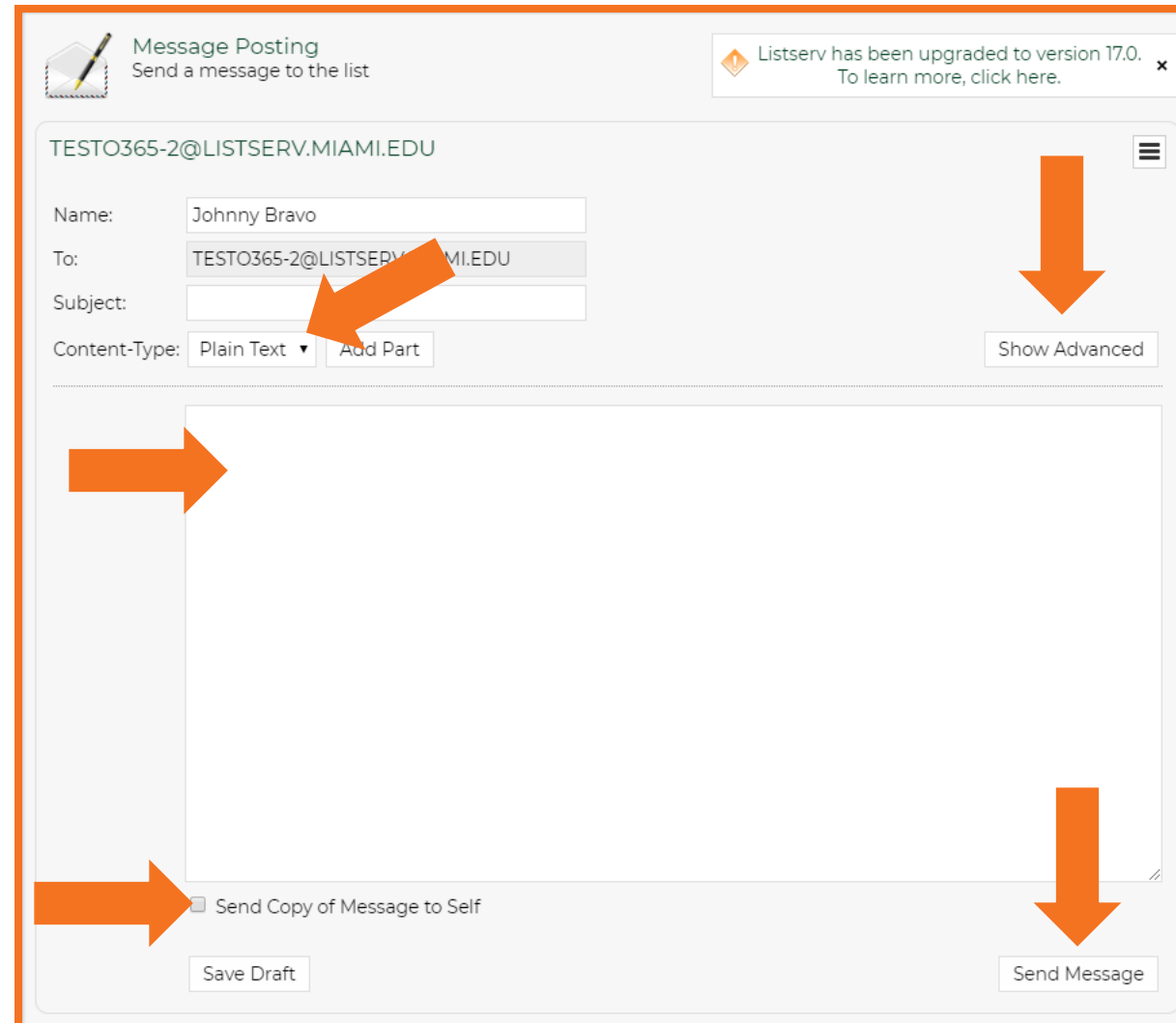
Report Format:
Table Update

Customize Report

List Name	Subscribers	Owner	Subscription	Send	Post
-----------	-------------	-------	--------------	------	------

Sending To A List

Here you compose the message that you want to send.



The screenshot shows the 'Message Posting' interface for sending a message to a list. The interface includes a header with a pencil icon and the text 'Message Posting Send a message to the list'. A notification banner at the top right states 'Listserv has been upgraded to version 17.0. To learn more, click here.' The main form area is titled 'TESTO365-2@LISTSERV.MIAMI.EDU' and contains fields for 'Name:' (Johnny Bravo), 'To:' (TESTO365-2@LISTSERV.MIAMI.EDU), 'Subject:', and 'Content-Type:' (Plain Text). A 'Show Advanced' button is located to the right of the 'Content-Type' field. Below the form fields is a large text area for the message body. At the bottom of the form, there is a checkbox labeled 'Send Copy of Message to Self', a 'Save Draft' button, and a 'Send Message' button. Four orange arrows are overlaid on the interface: one pointing to the 'To:' field, one pointing to the 'Subject:' field, one pointing to the 'Send Copy of Message to Self' checkbox, and one pointing to the 'Send Message' button.

Message Posting
Send a message to the list

TESTO365-2@LISTSERV.MIAMI.EDU

Name: Johnny Bravo

To: TESTO365-2@LISTSERV.MIAMI.EDU

Subject:

Content-Type: Plain Text Add Part

Show Advanced

Send Copy of Message to Self

Save Draft

Send Message

Owner FAQ

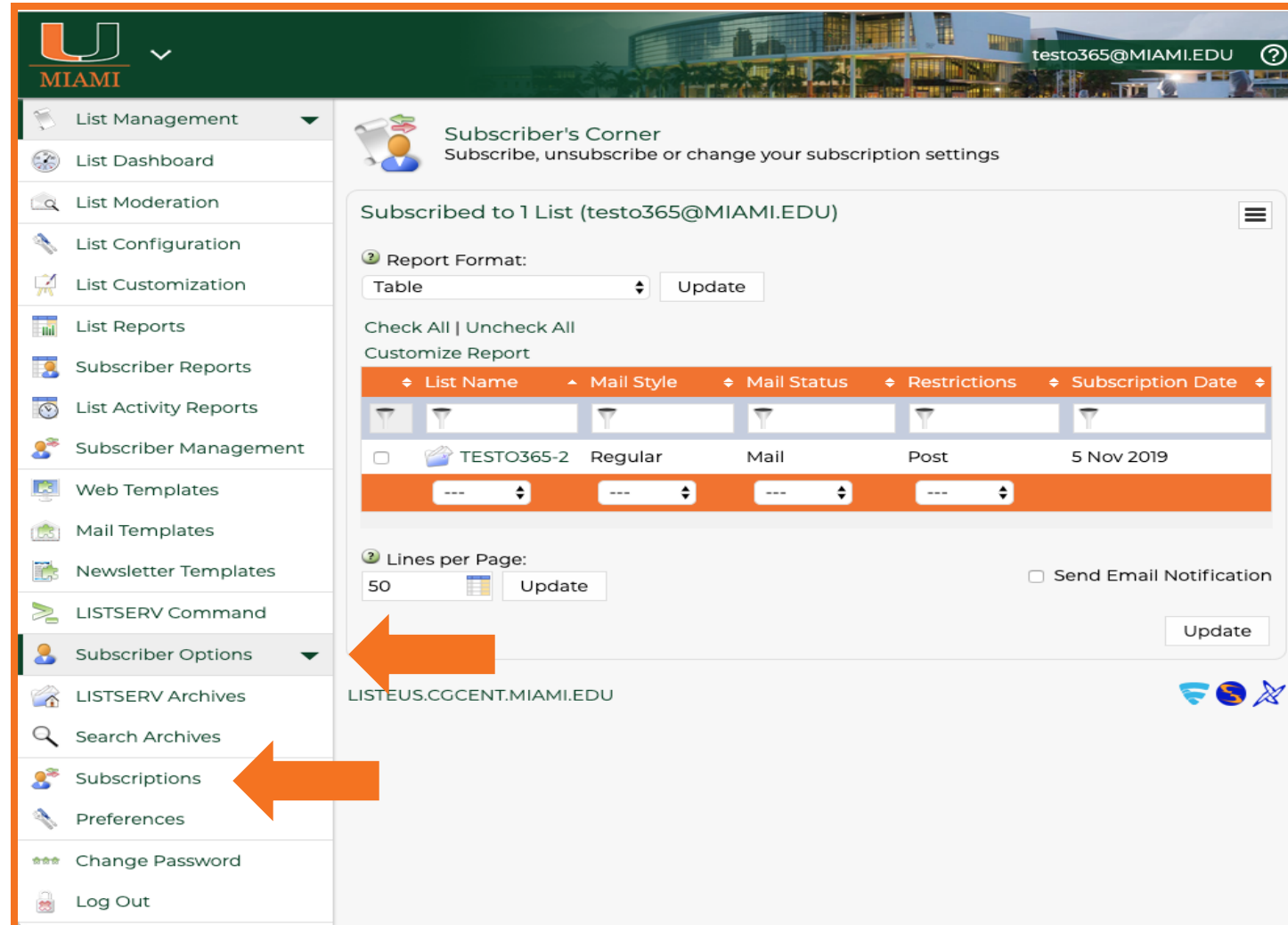
https://www.it.miami.edu/wda/it/listserv_ownerfaqs.pdf

General.....	3
How do I register for a password or reset my password if I forgot it?	3
How do I log in to LWI?	5
How do I know I am logged in to LWI?	6
How do I change the appearance and settings for LWI?	6
How do I view lists I own?	9
How do I view lists I am subscribed to?	10
Can I rename a listserv's email address?	11
Can I delete a listserv?	11
List Management.....	12
How do I add or change list owners?	12
How do I add or change who can send to a listserv?	14
How do I manage the subscribers of a list?	16
To Add a Subscriber	16
To Delete a Subscriber	17
To Update a Subscriber	17
Can I import a large number of subscribers at once?	19
Create a Text File with Subscriber Information	19
Working with an Existing Excel Spreadsheet	20
If I have a dynamic student list, when is the list refreshed?	24
Can I view a list of subscribers?	25
How do I post to a list?	27
Can I remove the Unsubscribe link from Listserv messages?	31
How can I give someone a way to subscribe or unsubscribe from my list?	34

Subscriber Features

View Lists Subscribed to

If you do not know all the different listservs you are subscribed to, you can retrieve a list through Listserv.



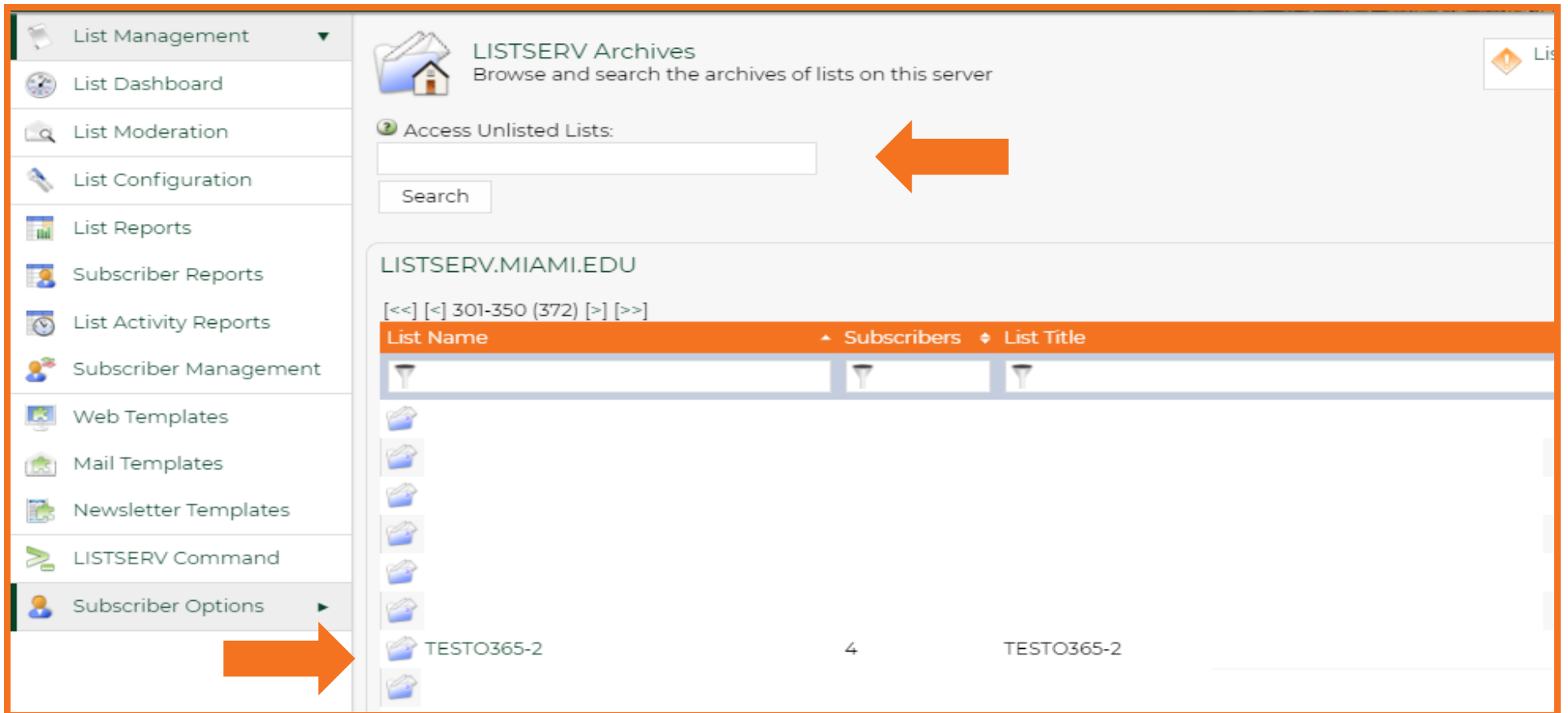
The screenshot displays the Miami University Listserv interface. The left sidebar contains a menu with the following items: List Management, List Dashboard, List Moderation, List Configuration, List Customization, List Reports, Subscriber Reports, List Activity Reports, Subscriber Management, Web Templates, Mail Templates, Newsletter Templates, LISTSERV Command, **Subscriber Options**, LISTSERV Archives, Search Archives, **Subscriptions**, Preferences, Change Password, and Log Out. Two orange arrows point to 'Subscriber Options' and 'Subscriptions' respectively.

The main content area is titled 'Subscriber's Corner' and shows 'Subscribed to 1 List (testo365@MIAMI.EDU)'. It includes a 'Report Format' dropdown set to 'Table' and an 'Update' button. Below this is a 'Customize Report' section with a table of subscribed lists. The table has columns for List Name, Mail Style, Mail Status, Restrictions, and Subscription Date. The first row shows 'TESTO365-2' with a 'Regular' mail style, 'Mail' status, 'Post' restrictions, and a subscription date of '5 Nov 2019'. Below the table is a 'Lines per Page' dropdown set to '50' and an 'Update' button. There is also a checkbox for 'Send Email Notification' and another 'Update' button.

The footer of the interface shows the URL 'LISTEUS.CG.CENT.MIAMI.EDU' and several social media icons.

Subscribe to a list

You can only subscribe to groups that are not query based or closed.
You will be notified if the group is closed when you try to subscribe.



The screenshot displays the LISTSERV Archives web interface. On the left is a navigation menu with options like List Management, List Dashboard, List Moderation, List Configuration, List Reports, Subscriber Reports, List Activity Reports, Subscriber Management, Web Templates, Mail Templates, Newsletter Templates, LISTSERV Command, and Subscriber Options. The main content area is titled 'LISTSERV Archives' and includes a search bar labeled 'Access Unlisted Lists:' with an orange arrow pointing to it. Below the search bar is a table of lists. The table has columns for 'List Name', 'Subscribers', and 'List Title'. The first row shows a list named 'TESTO365-2' with 4 subscribers and the title 'TESTO365-2'. An orange arrow points to the 'Subscriber Options' menu item in the left sidebar.

List Name	Subscribers	List Title
TESTO365-2	4	TESTO365-2

Subscribe to a list

 TESTO365-2 Archives
TESTO365-2

Listserv has been upgraded to version 17.0.
To learn more, click here. x

TESTO365-2@LISTSERV.MIAMI.EDU

Options: Show Pending Messages
Show Drafts

TESTO365-2

 No archived messages are available.

LISTSERV.MIAMI.EDU



-  LISTSERV Archives
-  Log Out
-  Change Password
-  Preferences
-  Subscribe or Unsubscribe
-  Post Message
-  Send Newsletter
-  Search Archives

 Subscription Management
Subscribe, unsubscribe or change your
subscription settings

Listserv has been upgraded to version 17.0.
To learn more, click here. x

TESTO365-2@LISTSERV.MIAMI.EDU

You are currently **not subscribed** to the TESTO365-2 list. To join the list, fill in your name and click the "Subscribe" button.

 List Name:

TESTO365-2 TESTO365-2 ▼

 Name:

My Name

 Subscription Type:

☒ Regular
☐ Digest (Traditional)

[NODIGEST]
[NOMIME DIGEST]

Show Advanced

Subscribe

LISTSERV.MIAMI.EDU



Subscribe to a list

Once you have submitted your subscription, you will receive an email to confirm your subscription. You will then see a Listserv notification regarding your subscription.

Confirm your subscription to the TESTO365-2 list



Hello,

Your request to subscribe to the TESTO365-2 list (TESTO365-2) requires confirmation.

To confirm that you want to subscribe, please click on this link:

<https://listserv.miami.edu/scripts/wa.exe?OK=692D76CF&L=TESTO365-2>

Your request to subscribe will be canceled automatically if you don't confirm your subscription within 48h. If you don't want to subscribe to this list, then simply discard this message and let the request expire on its own.



LISTSERV Command Response
The following response was received from LISTSERV

Listserv has been upgraded to version 17.0.
To learn more, click here.

OK BAIC923F

Your request to join the TESTO365-2 list has been forwarded to the list owner for approval. If you have any question about the list, then you can reach the list owner at TESTO365-2-request@LISTSERV.MIAMI.EDU.

LISTSERV.MIAMI.EDU



LISTSERV Command Response
The following response was received from LISTSERV

Listserv has been upgraded to version 17.0.
To learn more, click here.

OK D6130247

You have been added to the TESTO365-2 list.

LISTSERV.MIAMI.EDU



Unsubscribe to a list

You can only subscribe to groups that are not query based.

You will be notified if it is a query list when you try to subscribe.

The screenshot displays the 'Subscriber's Corner' interface for a user at @miami.edu. The left sidebar contains a 'List Management' menu with options like List Dashboard, List Moderation, List Configuration, List Reports, Subscriber Reports, List Activity Reports, Subscriber Management, Web Templates, Mail Templates, Newsletter Templates, LISTSERV Command, and a 'Subscriber Options' dropdown. The 'Subscriber Options' dropdown includes LISTSERV Archives, Search Archives, Subscriptions, Preferences, Change Password, and Log Out. The main content area shows 'Subscribed to 65 Lists (@miami.edu)'. It includes a 'Report Format' dropdown set to 'Table' and an 'Update' button. Below this is a table of subscribed lists with columns: List Name, Mail Style, Mail Status, Restrictions, and Subscription Date. The table lists 15 entries, with the first one being 'TESTO365-2'. An orange arrow points from the 'Subscriptions' link in the sidebar to the table. Another orange arrow points from the 'TESTO365-2' list entry to the 'Subscriptions' link. A notification banner at the top right states 'Listserv has been upgraded to version 17.0. To learn more, click here.'

List Name	Mail Style	Mail Status	Restrictions	Subscription Date
TESTO365-2	Regular	Mail	Post	23 Dec 2019
	Regular	Mail	Post	17 Dec 2019
	Regular	Mail	Review	23 Dec 2019
	Regular	Mail	Review	23 Jun 2016
	Regular	Mail	Post	23 Dec 2019
	Regular	Mail	Review	17 Jul 2015
	Regular	Mail	Post	23 Dec 2019
	Regular	Mail	Post	19 Nov 2019
	Regular	Mail	Review	22 Apr 2015
	Regular	Mail	Review	7 May 2015
	Regular	Mail	Review	9 Sep 2015
	Regular	Mail	Review	3 Mar 2015
	Regular	Mail	Review	3 Mar 2015
	Regular	Mail	Review	29 Jul 2015
	Regular	Mail	Review	1 Apr 2019

Unsubscribe to a list

Listserv has been upgraded to version 17.0. To learn more, click here.

LISTSERV Archives

Log Out

Change Password

Preferences

Subscribe or Unsubscribe

Post Message

Send Newsletter

Search Archives

Subscription Management
Subscribe, unsubscribe or change your subscription settings

Listserv has been upgraded to version 17.0. To learn more, click here.

TESTO365-2@LISTSERV.MIAMI.EDU

You are currently **subscribed** to the TESTO365-2 list. From this screen, you can update your subscription options or unsubscribe.

List Name: TESTO365-2 TESTO365-2

Name: My Name

Email Address: @miami.edu

Subscribed Since: 23 Dec 2019

Subscription Type:

- ☒ Regular [NODIGEST]
- ☐ Digest (Traditional) [NOMIME DIGEST]
- ☐ Digest (MIME Format) [NOHTML MIME DIGEST]
- ☐ Digest (HTML Format) [HTML DIGEST]
- ☐ Index (Traditional) [NOHTML INDEX]
- ☐ Index (HTML Format) [HTML INDEX]

Mail Header Style:

- ☒ Normal LISTSERV-Style Header [FULLHDR]
- ☐ LISTSERV-Style, with List Name in Subject [SUBJECTHDR]

Acknowledgements:

- ☐ No Acknowledgements [NOACK NOREPRO]
- ☒ Short Message Confirming Receipt [ACK NOREPRO]
- ☐ Receive Copy of Own Postings [NOACK REPRO]

Miscellaneous:

- ☐ Mail Delivery Disabled Temporarily [NOMAIL]
- ☐ Address Concealed from REPLYING [CONCEAL]

Update Settings Unsubscribe

Subscription Management
Subscribe, unsubscribe or change your subscription settings

Listserv has been upgraded to version 17.0. To learn more, click here.

You have been removed from the TESTO365-2 list.

TESTO365-2@LISTSERV.MIAMI.EDU

You are currently **not subscribed** to the TESTO365-2 list. To join the list, fill in your name and click the "Subscribe" button.

Subscriber FAQ

https://www.it.miami.edu/wda/it/listserv_memberfaqs.pdf

General.....	3
How do I register for a password or reset my password if I forgot it?.....	3
How do I log in to LWI?	6
How do I know I am logged in to LWI?	8
How do I change the appearance and settings for LWI?	9
How do I view lists I am subscribed to?.....	11
How do I subscribe to a Listserv?	12
How do I unsubscribe to a Listserv?	16

Best Practices

Best Practices

No Unsolicited Mass Mailings (Spamming)

University Use Only
(No Commercial Or Advertising Purposes)

No Sending Obscene Or Offensive Material

Do not send copyrighted materials without the copyright owner's approval

No for-profit and/or supporting a for-profit organization uses

Do not use for purely personal reasons

Full Policies: https://www.it.miami.edu/wda/it/listserv_policies.pdf

Any Questions?

Support Resources

LISTSERV Website

<https://listserv.miami.edu>

UNIT's LISTSERV Service Page

<http://miami.edu/listserv>

LISTSERV Owner FAQs

https://www.it.miami.edu/wda/it/listserv_ownerfaqs.pdf

LISTSERV Policies

https://www.it.miami.edu/wda/it/listserv_policies.pdf



Next Steps

Next Steps



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it.miami.edu/techtalk

Our Next Tech Talk

Box 101

Thursday, May 12, 2022

Microsoft Teams Live Event

2 PM – 3 PM

The logo for Box, consisting of the word "box" in a bold, blue, lowercase sans-serif font.

Feedback Survey

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/3ue0qrQ>



Get In Touch With Us



Get In Touch With Us



it.miami.edu/techtalk



techtalk@miami.edu

Thank 