

ListServ

Guides on Using ListServ

Point Solutions - Support Gables One Suite 1100

UMIT Helpdesk (305) 284-6565

Technical Support Email itsupportcenter@miami.edu

IT Training <http://www.miami.edu/it/training>

Contents

ListServ Web Interface Introduction	1
How to get a password for ListServ.....	1
How to set level of expertise for context-driven help system	2
How to view lists you own	3
How to add/change list owners	4
How to manage subscribers	5
To Add a Subscriber	5
To Delete a Subscriber	6
To Update a Subscriber	6
How to bulk import subscribers.....	7
How to get a list of subscribers.....	8

ListServ Web Interface Introduction

What follows is a brief orientation to the ListServ Web Interface (LWI).

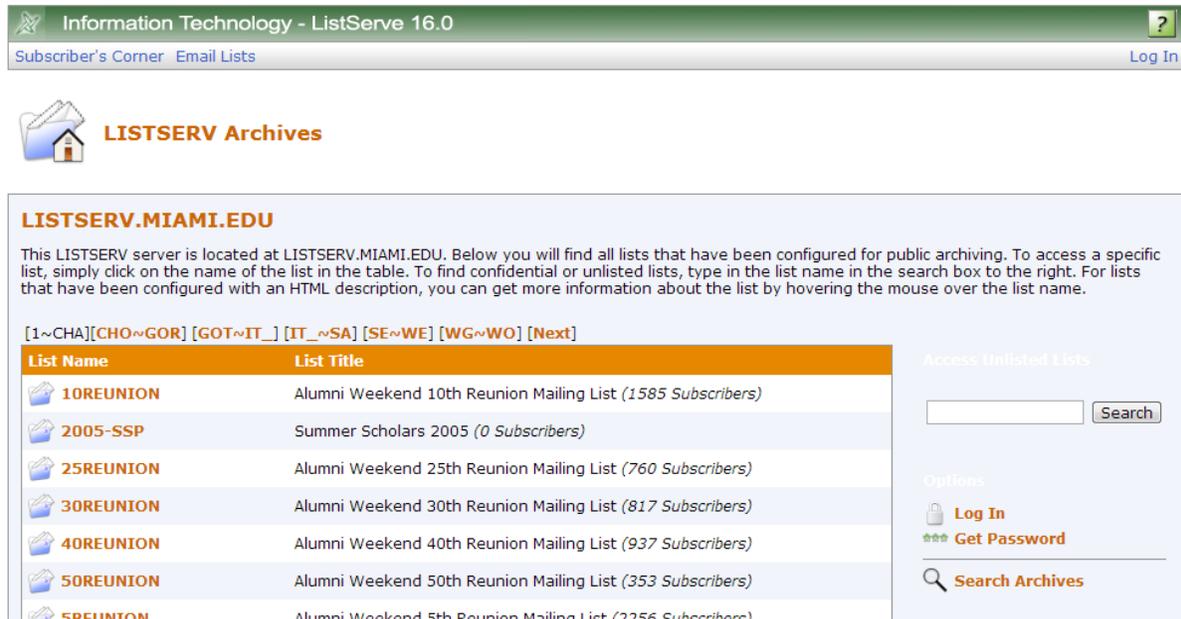
How to get a password for ListServ

To begin, select this [LWI](#) link or, in a web browser window copy the following link:

<https://listserv.miami.edu/scripts/wa.exe>

Follow these steps:

1. Find and select 'Email Lists' located on the white bar. Locate Log In and Get Password on the right-hand side of the page.



Information Technology - ListServe 16.0

Subscriber's Corner Email Lists Log In

 **LISTSERV Archives**

LISTSERV.MIAMI.EDU

This LISTSERV server is located at LISTSERV.MIAMI.EDU. Below you will find all lists that have been configured for public archiving. To access a specific list, simply click on the name of the list in the table. To find confidential or unlisted lists, type in the list name in the search box to the right. For lists that have been configured with an HTML description, you can get more information about the list by hovering the mouse over the list name.

[1~CHA][CHO~GOR] [GOT~IT_] [IT_~SA] [SE~WE] [WG~WO] [Next]

List Name	List Title
 10REUNION	Alumni Weekend 10th Reunion Mailing List (1585 Subscribers)
 2005-SSP	Summer Scholars 2005 (0 Subscribers)
 25REUNION	Alumni Weekend 25th Reunion Mailing List (760 Subscribers)
 30REUNION	Alumni Weekend 30th Reunion Mailing List (817 Subscribers)
 40REUNION	Alumni Weekend 40th Reunion Mailing List (937 Subscribers)
 50REUNION	Alumni Weekend 50th Reunion Mailing List (353 Subscribers)
 5REUNION	Alumni Weekend 5th Reunion Mailing List (2256 Subscribers)

Access Unlisted Lists

Options

 **Log In**

 **Get Password**

 **Search Archives**

2. Select '**Get Password**' and follow instructions.
3. Two emails will arrive in your email inbox from ListServ. Open the one containing the subject 'Command confirmation request'. Follow the instructions.
4. Return to the LWI web page screen.
5. Find and select 'Log In' located to the far right on the white bar.
6. Type the email address and password that has been confirmed.

If one forgets a password or wants to reset a password, select '**Get Password**' option after selecting 'Email Lists' and follow the same steps above. If already logged in, first select 'Log Out' located to far right on the white bar.

Below is the top clip of the 'Logged In' screen. Notice in the upper left side above the green bar the 'Logged in as' information. If this is not seen, log in has failed. Repeat steps above.



How to set level of expertise for context-driven help system

1. Sign on to ListServ - read above ['How to get a password for ListServ'](#).
2. Find and select 'Preferences' located to the far right on the white bar and to the left of 'Log out' option.
3. Select Mode preference from the drop-down under the 'Setting' column.
4. Select desired preference and then select one of the 'Submit' buttons shown on the right of the tab box. Any change made on a tab must be saved in this way before moving to another tab or another menu selection.
5. Explore the other settings and tabs. Select the  icon to the left of each preference to read further details.

How to view lists you own

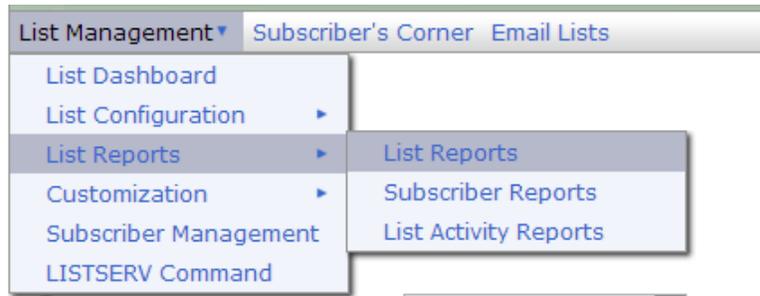
1. Sign on to ListServ - read above ['How to get a password for ListServ'](#).
2. Find and select, in turn, the highlighted options shown here:



3. From the 'Report Column's section, check the boxes for the columns wanted.
4. After changes are complete, find one of two submit buttons located on the right side of the screen. Scroll as necessary to find one of them and select **Submit**.
5. The changes are displayed. Read the on-screen report. Select any displayed  icon to read further details.

How to add/change list owners

1. Sign on to ListServ - read above ['How to get a password for ListServ'](#).
2. Find and select, in turn, the highlighted options shown here:



3. Viewing the sample report below, 'MYLIST' will be replaced by the name of your list. Any additionally owned list will be listed under the first.

LISTSERV.MIAMI.EDU (1 List)	
List Names ▲	Subscribers
MYLIST [Configure]	0 [View]

4. Find and select '[Configure]' under the name of your list. A new screen is displayed to allow list configuration.
5. Find and select the tab labeled 'List Maintenance'.
6. Scroll down the screen and locate the 'Owner=' option box. Edit the contents of the box to show the owners of the list.

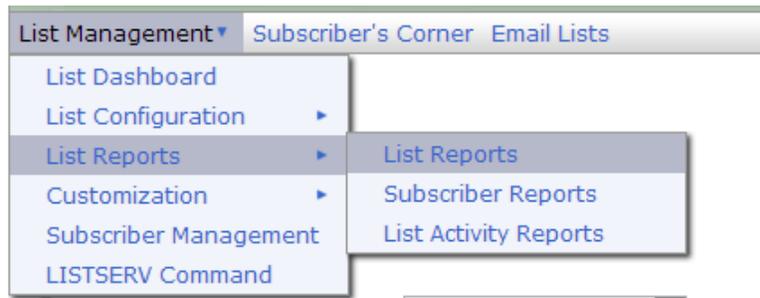


7. After changes are complete, find one of two submit buttons located on the right side of the screen. Scroll as necessary to find one of them and select **Submit**. A message will display indicating the change has been done.
8. Select any displayed  icon to read further details on other keyword options.

How to manage subscribers

Note: Subscribers can be managed if the list is not bound to a query. To check, follow the steps above in [How to add/change list owners](#). In step 4 after selecting '**[Configure]**', look for one or two lines that begin with 'DBMS=' under the column 'Complete List Header' on the right side of the page. If not found, you can manage list subscribers. The list is not bound to a query.

1. Sign on to ListServ - read above [How to get a password for ListServ](#).
2. Find and select, in turn, the highlighted options shown here:



3. Viewing the sample report below, 'MYLIST' will be replaced by the name of your list. Any additionally owned list will be listed under the first.



The screenshot shows a report titled 'LISTSERV.MIAMI.EDU (1 List)'. It contains a table with two columns: 'List Names' and 'Subscribers'. The table has one row with the following data:

List Names ▲	Subscribers
MYLIST [Configure]	0 [View]

4. Select '**[View]**'. A new screen is displayed to manage subscribers for the list.

To Add a Subscriber

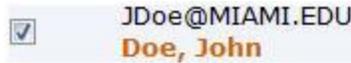
1. Locate the 'Add Subscriber:' box and type in, using the example format shown, the new subscriber information.
2. Select the '**Add Subscriber**' button.

Subscriber Management

② Add Subscriber:

To Delete a Subscriber

1. Locate and check the box to the left of the subscriber.

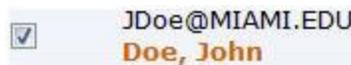


2. Find and select **Delete Selected Subscribers in the lower left-hand side of the page.**

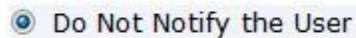


To Update a Subscriber

1. Locate the subscriber and select the name displayed below the email address.



2. On the newly displayed screen, find and select **Do Not Notify the User** so any changes made are not sent on to the subscriber.

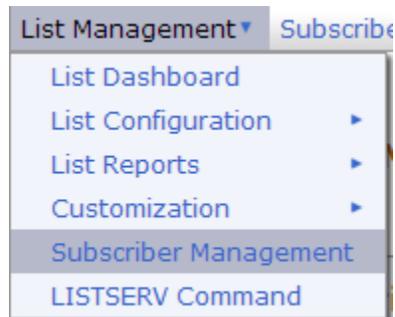


3. When changes are complete, scroll to the bottom of the screen. Find and select **Update** located on the bottom left of the screen.
4. Explore the other group settings available for the subscriber. Select the icon to the left of each group setting to read further details.

How to bulk import subscribers

Note: Subscribers can be bulk imported if the list is not bound to a query. To check, please read note above for '[How to manage subscribers](#)'.

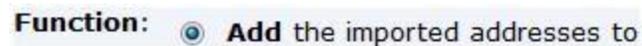
1. Sign on to ListServ - read above '[How to get a password for ListServ](#)'.
2. Find and select, in turn, the highlighted options shown here:



3. If several lists are owned, use the dropdown and select the list from:



- a. If only one list is owned it should be displayed.
4. Find and select the **Bulk Operations** tab.
5. Find and select the type of bulk import function wanted. The default is:



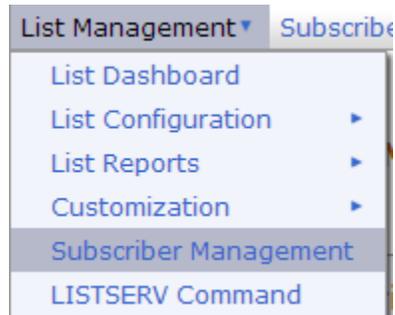
6. Now, leaving the web page, open a 'Plain Text' editor such as Microsoft's Notepad. Do not use Word or any other editor that allows Rich Text, bold facing and such. For each subscriber add a line using the following fictitious information to illustrate the format:

MyEmail@miami.edu My Name
YourEmail@miami.edu Your Name

7. Save this list of subscribers to a file and remember the location and file name saved.
8. Returning to the web page bulk operations tab, select the **Browse** button and locate and select the file of subscribers saved.
9. The path and filename should be displayed in the 'Input File:' box. To import, select the **Import** button. A report of the import operation will be displayed. Any problems during the import operation will be indicating as well as the number of successful subscribers added.

How to get a list of subscribers

1. Sign on to ListServ - read above ['How to get a password for ListServ'](#).
2. Find and select, in turn, the highlighted options shown here:



3. If several lists are owned, use the dropdown and select the list from:



- a. If only one list is owned it should be displayed.
4. If necessary, scroll down to the bottom of the screen to locate and select on the left side 'By Email'. Check your email for the list of subscribers mailed to you.

Review List Members: [In Browser](#) | [By Email](#)

5. For those just learning Listserv, the LWI offers a friendly self-tutorial experience. For those already using Listserv, the organization of the LWI should be intuitive. Either way, the LWI allows for easy navigation to all list management tasks.