Listserv List Management – Manage Subscribers

Please note that ListServ is behind the university firewall, so you will need to be on-campus connected to the secure wifi or ethernet, on the VPN via GlobalProtect, or using a desktop session via VMWare at remote.ucdenver.edu, in order to access the ListServ interface. More information about the VPN and VMWare connections can be found at the below page:

https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/remote-access-vpn

Once connected to the VPN you will access the Listserv website by navigating to https://lists.ucdenver.edu

Then click "Log In" in the upper right corner.

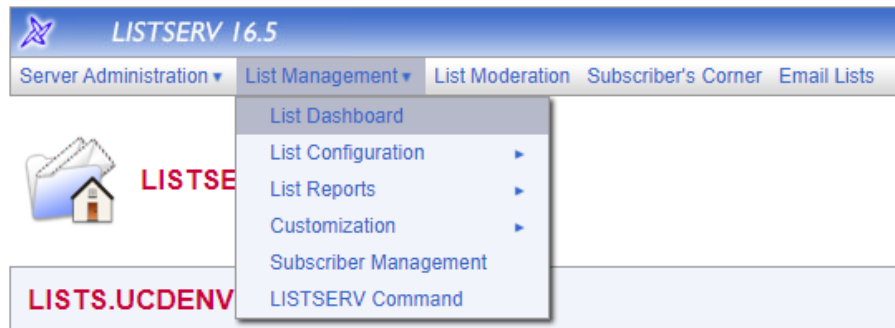You will use your University **email address** and password to log in.

View, Add, and Remove Subscribers

To view the subscribers on the lists you own click **List Management** and then select **List Dashboard**.

Here you will see all the Lists you are an Owner of. Click on **[View]** below the subscribers column to view all subscribers.

Here you can view and search all subscribers on the list. You can also add a new single subscriber directly.

You can remove a subscriber by selecting the check box next to their address and then click Delete Selected Subscribers. Then hit the submit button.

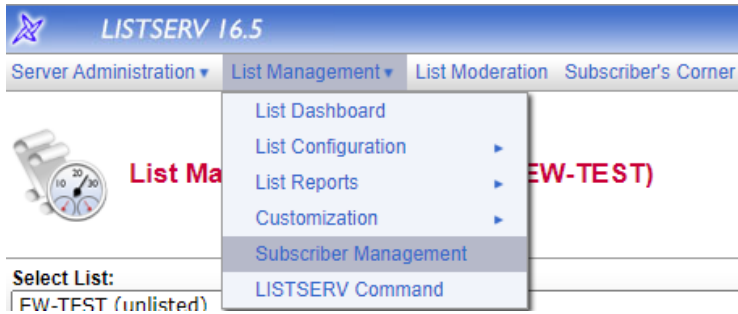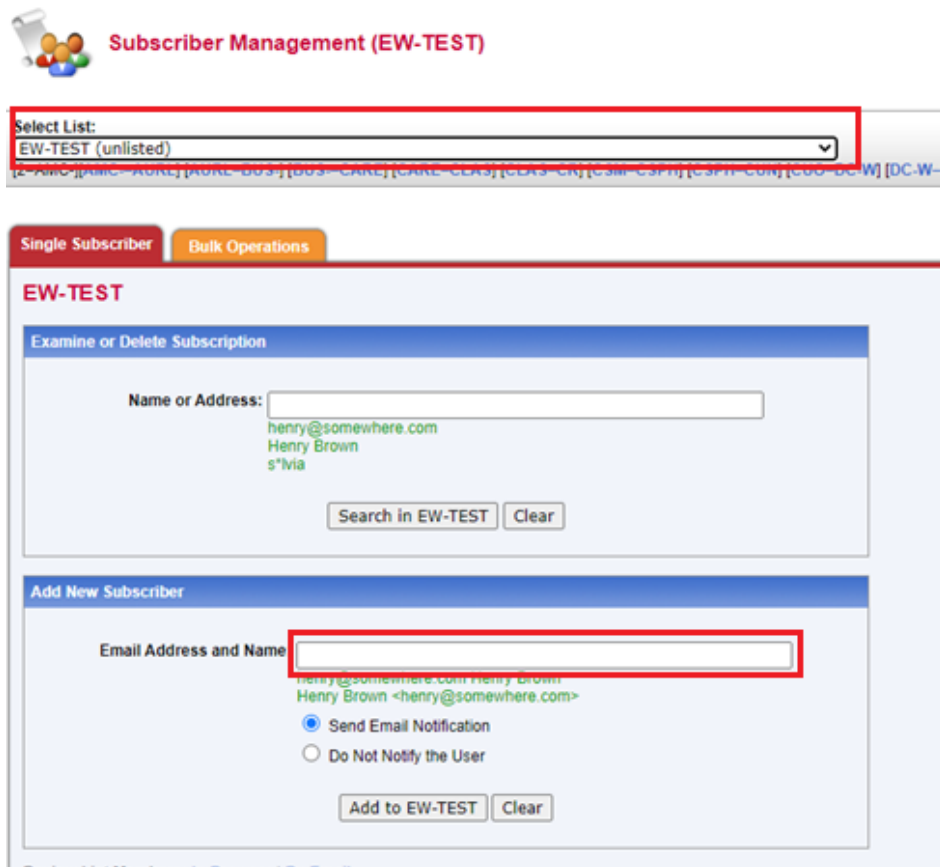You can also manage subscribers on the lists you own by clicking **List Management** and then select **Subscriber Management**.

Here you can select a list from the drop-down menu and then add a new subscriber email address. You can choose whether to notify the user or not.

You can also search for a subscriber delete them or modify their settings.

Single Subscriber | **Bulk Operations**

EW-TEST

Examine or Delete Subscription

Name or Address: [   ]

henry@somewhere.com
Henry Brown
s*lvia

[Search in EW-TEST] [Clear]

View or Set Subscription Options

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

Name: [No Name Available]

Email Address: [ew-testbox@cuanschutz.edu]

Subscribed Since: 13 Dec 2022

② 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]

② Mail Header Style
- ⦿ Normal LISTSERV-style header — [FULLHDR]
- ◯ LISTSERV-style, with list name in subject — [SUBJECTHDR]
- ◯ "Dual" (second header in mail body) — [DUALHDR]
- ◯ sendmail-style — [IETFHDR]
- ◯ Normal LISTSERV-style (RFC 822 Compliant) — [FULL822]

② Acknowledgements
- ◯ No acknowledgements — [NOACK NOREPRO]
- ⦿ Short message confirming receipt — [ACK NOREPRO]
- ◯ Receive copy of own postings — [NOACK REPRO]

② Miscellaneous
- ☐ Mail delivery disabled temporarily — [NOMAIL]
- ☐ Address concealed from REVIEW listing — [CONCEAL]
- ☐ User is exempt from renewal/probing — [NORENEW]
- ☐ User may bypass moderation — [EDITOR]
- ☐ All postings sent to list owner for review — [REVIEW]
- ☐ User may not post to list — [NOPOST]

[Update] [Delete] [New Search] [Delete From All Lists]

Bulk Adding subscribers

You can add a list of subscribers by using the **Bulk Operations** on the Subscriber Management page.

Select the list from the drop-down menu. Next you can choose from one of the 4 functions. Then you will select **Choose File** to import a file you create with the list of addresses and then hit **Import**. Instructions for creating the file are listed below.
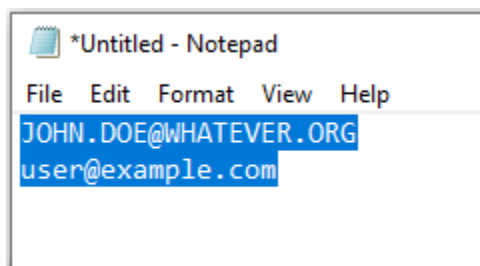

Be careful when using bulk operations because it is possible to delete all the subscribers inadvertently.
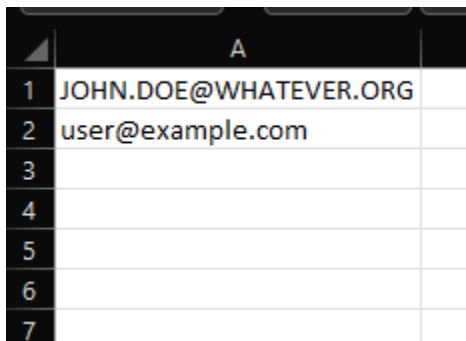
Format of the bulk operations import file

The format of the input file for bulk operations is a **TXT** or **CSV** file with <u>one address per line</u>. Be sure not to include any spaces at the end of the address or any special characters.

Using Notepad you can paste the addresses with one address per line like the screenshot below. Then save as a .TXT file.

You can also use Excel to put all addresses into one column. Then save the file as a .CSV file.