

## LISTSERV List Management Quick Start

As a list owner you can manage your lists using LISTSERV's web interface. If you do not already have a personal LISTSERV password or cannot remember your password we recommend that you set one now.

### Setting a LISTSERV Password

- Go to the Register LISTSERV Password screen at <http://listserv.uark.edu/cgi-bin/wa?GETPW1=>

**Email Address** - Enter the e-mail address that is an owner of the list.

**Password** – Enter a password of your choosing. The password must be at least 6 characters. It can be any alpha numeric combination (A-Z, 0-9, and any case). You can also use certain special characters, including \$, #, @, \_, -, ?, !, |, and %.

**Password (Again)** - Confirm the password by entering it again

- Click the **Register Password** button. When your password registration is accepted, a confirmation Email will be sent to you. You will need to activate your password by responding to the email (or clicking the link it contains).
- When your password activation is confirmed, log into the web interface using this address: <https://listserv.uark.edu/cgi-bin/wa?LOGON>

### Managing List Subscribers

#### Selecting the List

Select the **List Management** drop down menu and select **Subscriber Management**. If you own multiple lists use the **Select List** drop down menu to select the list you will be modifying.

#### Adding a new Subscriber to the List

- On the **Single Subscriber** tab, in the **Add New Subscriber** section, enter the Email address and name of the new subscriber.
- Select whether or not to send an email notification to this subscriber, and click the **Add to [your list name]** button.

#### Examining or Deleting a Subscription

- From the **Single Subscriber** tab, in the **Examine or Delete Subscription** section enter the Email address of the subscriber and click the **Search in [your list name]** button.
- In the **Notification Options** section you can select whether or not to send a notification to the subscriber that they have been removed from the list.
- Scroll to the bottom of the page and click the **Delete** button to remove the subscriber.

## Obtaining a Subscriber List

On the **Single Subscriber** tab, at the bottom of the page there are two options for **Review List Members**. Choose **In Browser** or **By Email** to obtain a current subscriber list.

## Changing the Ownership of a List

- Click the **Lists Management** drop down menu, select **List Configuration** and select **List Configuration Tasks**. If you own multiple lists use the **Select List** drop down menu to select the list you will be modifying.
- Click the **Administrators** tab.
- In the **Owner=** section, edit the Email address(s) and name of the list owner(s) to reflect the list ownership changes you require. Remove an owner by deleting their Email address and name, if the name was specified. When adding a new list owner enter the list owner(s) Email address followed by the name in parenthesis. For example: [joe@uark.edu](mailto:joe@uark.edu) (Joe Smith). List editors can also be changed from the **Administrators** tab.
- When you have made the required changes click the **Save** button to save changes.