

LISTSERV INFORMATION

To manage a list-serv from within your email application:

1. Open email from within one of the authorized accounts for the listserv.
 - Select “send new message”.
 - Change “Options” to “Plain text”.
2. To manage list: Send email to listserv@listserv.uark.edu. One of the following commands should be in the subject line and body of the email:
 - Review {name of list; ex. uplist} – this sends a list of current subscribers
 - Quiet delete {name of list} {email address} – this deletes a subscriber. You can list several names in the body of the email but use this command for each. In the subject line just put quiet delete {name of list}.
 - Quiet add {name of list} {email address} {first name} {last name}. Again, you can list several names in the body of the email but use this command for each. In the subject line just put quiet add {name of list}.
3. To email list: Send email to {listname}@listserv.uark.edu.

If you have problems, contact UITS at 5-2905. You can see list names and owners at listserv.uark.edu. To request an ownership change, one of the current owners needs to send a case to askit.uark.edu.