

## I. Setting Listserv password

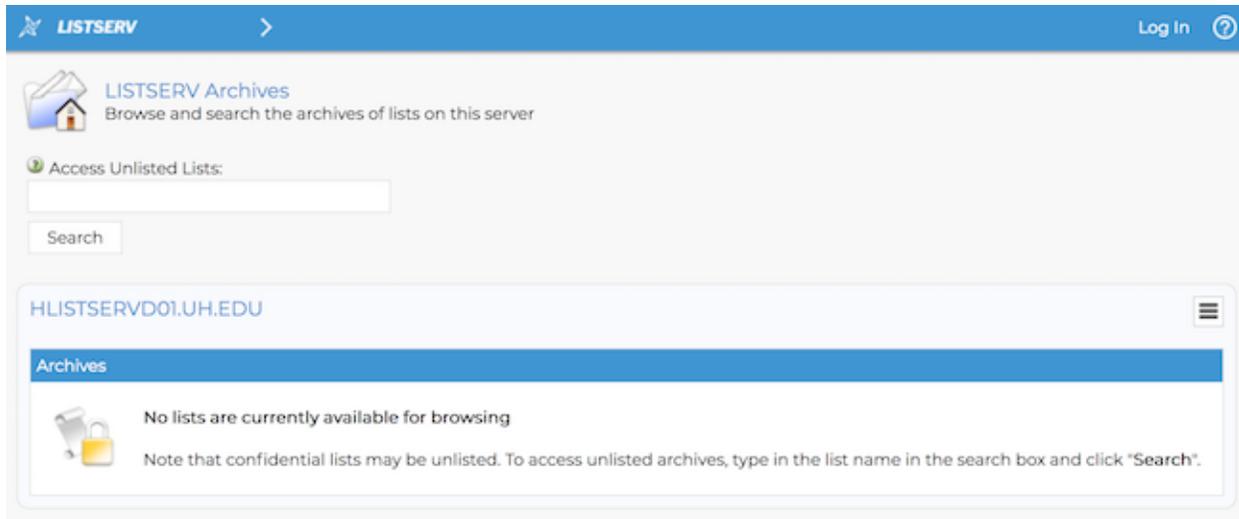
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Before you can manage the Listserv lists that you own, you will need to set up a Listserv password. This is a one-time procedure, although for security purposes it is a good idea to change your password periodically.

To set your list password via the Web, go to:

<https://listserv.uh.edu/cgi-bin/wa>

You will see the following screen:



Click the “Log In” link in the upper right corner.

You will see the following screen:

LISTSERV > Log In ?

Login Required  
Log in to access the LISTSERV web interface

Login Required

Email Address:

Password:

Log In

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

Click the “Register Password” link

The screen should then look like this:

 >

 **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:

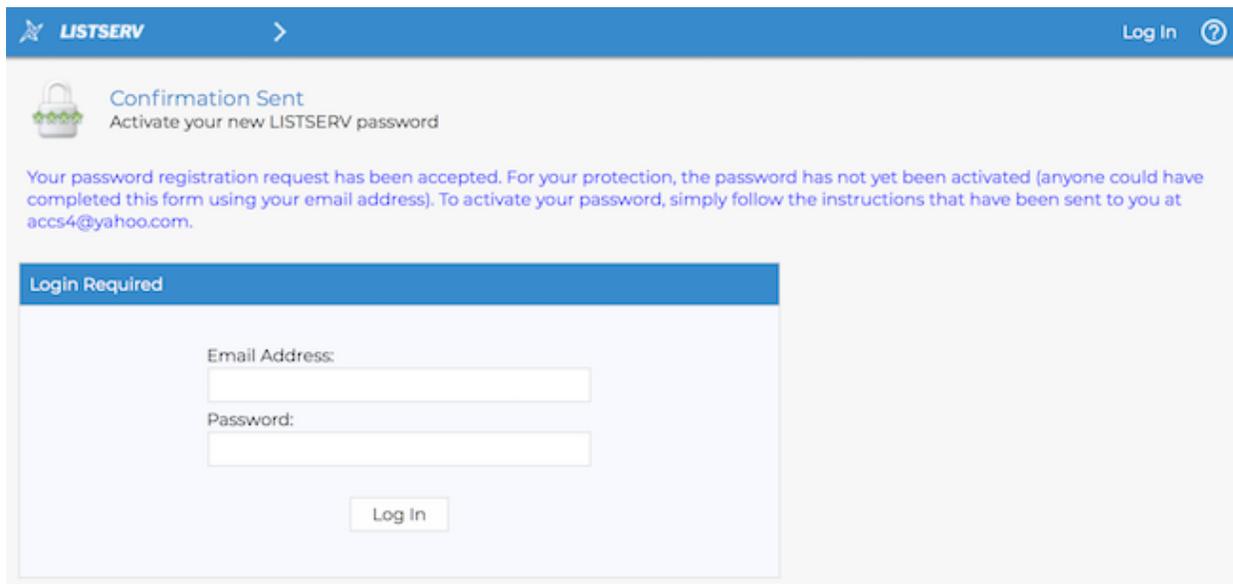
Password:

Password (Again):

Enter your e-mail address and the password that you want to use to manage your lists, and then click the “Register Password” button. Listserv will send a confirmation e-mail to the address you entered. To complete the password activation process, you must click on the link contained in that e-mail message. This will activate your Listserv password.

If you forget your Listserv password, you can use the same procedure described above to reset it.

After activating your password, you will be able to log in.

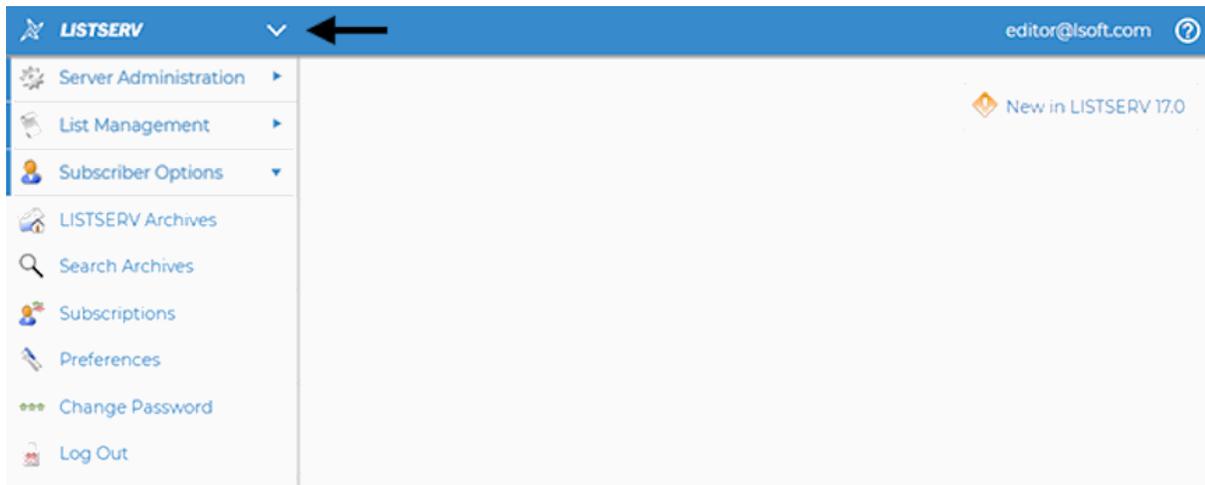


The screenshot shows a web interface for LISTSERV. At the top, there is a blue header with the LISTSERV logo on the left and a "Log In" link with a question mark icon on the right. Below the header, there is a confirmation message: "Confirmation Sent" with a padlock icon, followed by "Activate your new LISTSERV password". The message text states: "Your password registration request has been accepted. For your protection, the password has not yet been activated (anyone could have completed this form using your email address). To activate your password, simply follow the instructions that have been sent to you at accs4@yahoo.com." Below this message is a "Login Required" section with a blue header. Inside this section, there are two input fields: "Email Address:" and "Password:". Below the input fields is a "Log In" button.

## II. Adding and deleting subscribers

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After logging in, you should see this screen:



You can show or hide this menu by clicking on the downward pointing arrow next to "LISTSERV". Click the arrow to expand the menu.

Under the full LISTSERV menu, go to the List Management section.

Click on Subscriber Management and select the list of your choice. You will see a search form at the top of the screen.



A screenshot of a search form titled "Search for Subscribers (SALES):". The form includes a text input field, a "Search" button, and a list of search results. A black arrow points to the input field. The search results show the email address "henry@somewhere.com" and the name "Henry Brown".

Search for Subscribers (SALES):

  
henry@somewhere.com  
Henry Brown

Type in the subscriber's email address or name and press Search. A page with information about the user's subscription settings will appear:

SALES@DEMO.LSOFT.COM ☰

**Notification:**  Send Email Notification  
 Do Not Notify the User

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**Name:**

**Email Address:**   
Subscribed Since: 8 Aug 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]

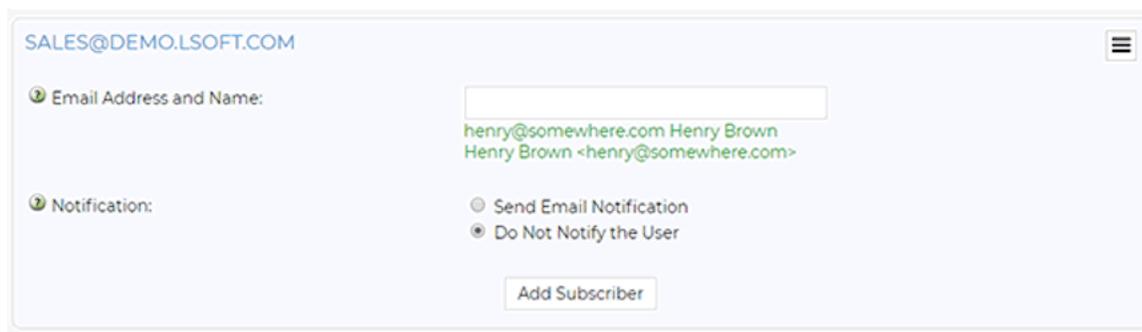
**Miscellaneous:**  Mail Delivery Disabled Temporarily [NOMAIL]  
 Address Concealed from REVIEW Listing [CONCEAL]  
 User is Exempt from Renewal/Probing [NORENEW]  
 User May Bypass Moderation [EDITOR]  
 All Postings Sent to List Owner for Review [REVIEW]  
 User May Not Post to List [NOPOST]

Here, you can delete the subscriber from the list using the Delete button at the bottom, center.

## How can I add an individual subscriber to a list?

Under the full LISTSERV menu (page 5), go to the List Management section, click on Subscriber Management and select the list of your choice.

Type in the subscriber's email address and name. Then choose whether or not to send a subscription notification and click on the "Add Subscriber" button to add the subscriber.



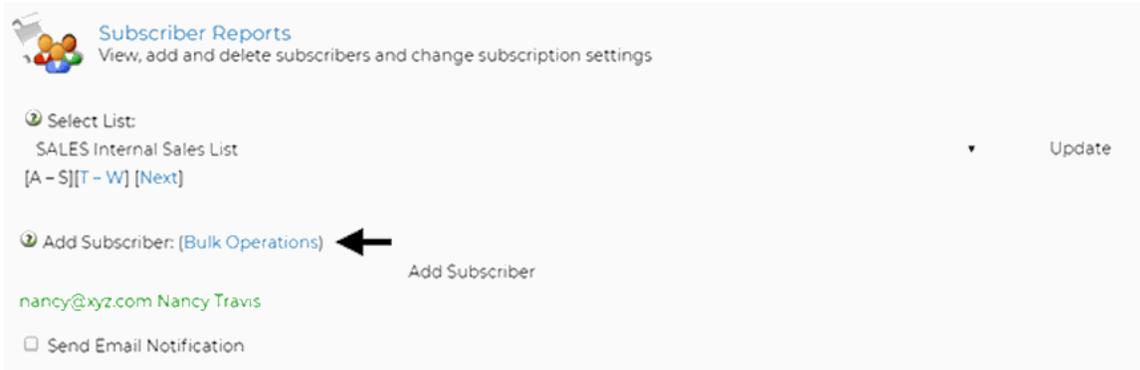
The screenshot shows a web form for adding a subscriber to a list. At the top left, the list name is "SALES@DEMO.LSOFT.COM". On the right side, there is a hamburger menu icon. The form has two main sections:

- Email Address and Name:** This section contains a text input field. Below the field, the entered information is displayed in green text: "henry@somewhere.com Henry Brown" on the first line and "Henry Brown <henry@somewhere.com>" on the second line.
- Notification:** This section contains two radio button options:
  - Send Email Notification
  - Do Not Notify the User

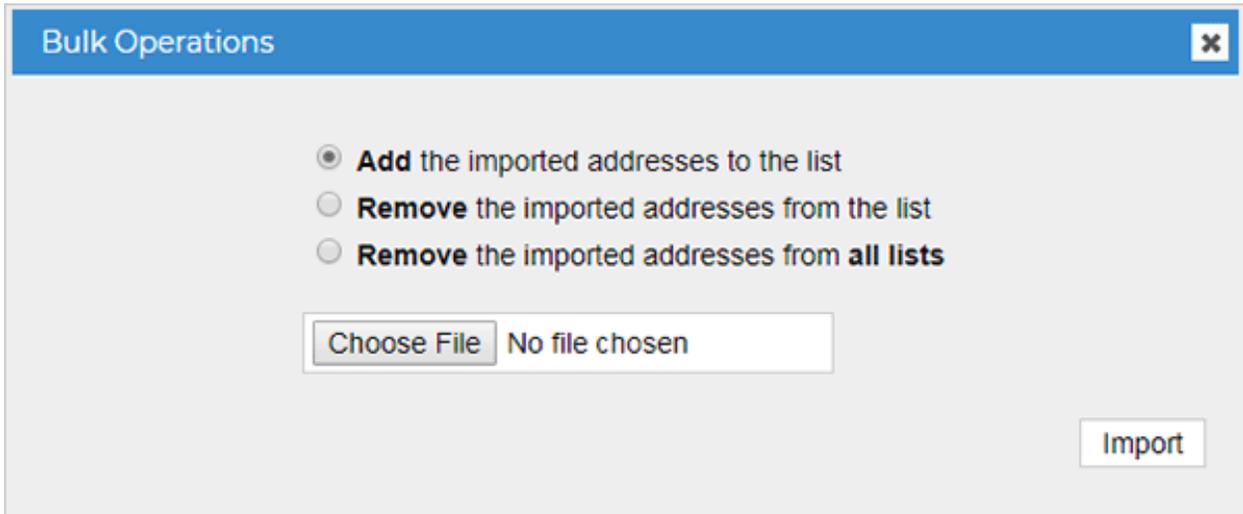
At the bottom center of the form is a button labeled "Add Subscriber".

## How can I add or remove subscribers in bulk?

Under the full LISTSERV menu, go to the List Management section, click on Subscriber Reports and select the list of your choice. The link for "Bulk Operations" is next to the "Add Subscriber" section of this page:



Click on the link and a window will open:



Select the desired action among the three options and click on "Choose File" to select the file containing the email addresses that you want to add or remove, followed by "Import". Note that the subscriber file format must be a plain .txt file. Each line should consist of a user's email address, optionally followed by a space or tab and the user's name, for example:

```
joe.smith@example.com Joe Smith  
jane.doe@example.com Jane Doe  
file as "Windows text".)
```

If you have a spreadsheet containing a list of subscribers that you want to add to the list, you may use this same procedure to import the subscribers. First, arrange the spreadsheet columns in the format shown above (email address in the first column, optionally followed by name in following columns). Then, save the file as a “text” or “tab-delimited text” file.

Here is a useful tech tip explaining how to import a list of subscribers from Microsoft Excel into LISTSERV:  
<http://www.lsoft.com/news/techtipLSV-issue2-2019.asp>

### III. Sending messages to the list

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Once subscribers have been loaded into the list using the procedures described in this document, you can send e-mail to the list subscribers by composing an e-mail message using your regular e-mail program. Address the message to:

<list-name>@listserv.uh.edu

(Replace <list-name> with the name of your list.)

After you send the message, Listserv will receive it and distribute it to the list subscribers.

### IV. Finding additional information

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The procedures described in this document are described in more detail, along with additional information about managing lists, in the "LISTSERV list owner's quick start" available from the main Listserv management page (<https://listserv.uh.edu/cgi-bin/wa>).

Complete Listserv documentation is available online at:

<http://www.lsoft.com/manuals/index.html>

If you have additional questions or encounter problems using the UH Listserv system, please contact the IT Support Center by calling 713-743-1411 or by sending electronic mail [listserv@uh.edu](mailto:listserv@uh.edu). You can also request help online at <http://www.uh.edu/infotech>.