

ITS Resource Center Home

Listserv Resources

Contact Information

Help Desk & Training Services
315-859-4181
helpdesk@hamilton.edu

M-F 8 a.m. - 10 p.m.
Sa-Su 10 a.m. - 10 p.m.

ListServ is a commercial software product installed on Hamilton College's E-mail system. It is designed to provide an easy way to create and maintain large or specialized E-mail mailing lists. These lists can be used for E-mail based distribution of information, discussion, questions and answers, etc. Lists are created and "owned" by an E-mail user who manages the list's behavior. Members of the list are subscribed to it either by the list owner or by following instructions provided by the list owner.

All lists that are created and maintained at Hamilton College are kept private. Subscriber names and E-mail addresses are only available to the list owner. They are never published.

As a list member, you are able to manage certain aspects of your subscription. As the list owner, you are able to manage a wide variety of aspects of the list's behavior. The links that follow will provide you with some basic information about both.

If you have a question about ListServ that requires personal attention, please contact the ITS Help Desk at 315-859-4181 or write to helpdesk@hamilton.edu.

[Listserv policies and a list of the mass email list addresses](#)

Mass Mailing List Guidelines

- [Guidelines for ListServ Mass Mailing Lists \(includes a list of the mass mailing list addresses\)](#)

Request a New ListServ List

- [Request a New List](#)

List Owner Related Documents

- [Becoming a ListServ List Owner](#)
- [Quick Start Guide for List Owners](#)

List User (Subscriber) Related Documents

- [How to Send Mail to One of the Mass E-mail Lists](#)
- [How to Subscribe or Unsubscribe to/from a ListServ List](#)
- [How to Change your ListServ Password](#)
- [How to Set Your Listserv Subscription to Digest Mode](#)

Last Updated: October 22, 2014