How to Subscribe To or Unsubscribe From a Listserv List

Contact Information
Help Desk & Training Services
315-859-4181
helpdesk@hamilton.edu
Hours:
M-F 8:30 a.m. - 4:30 p.m.
Sa-Su 10 a.m. - 10 p.m.

How to Subscribe to a ListServ List
All members of the Hamilton College community are automatically subscribed to the mass mailing lists that apply to them. For example, employees, faculty and students are subscribed to the events-all and notices-all lists and either the events/notices-employees or the events/notices-students lists as applicable. In addition, employees are subscribed to the group lists to which they belong (e.g. events/notices-admin or events/notices-faculty) and students are subscribed to their class year lists (events/notices-20xx). Consequently, it is rarely necessary to manually subscribe yourself to these lists. For a complete list of the mass mailing list addresses, who they reach, and policies for the use of each, please refer to the ITS Policies, Procedures Plans, and Standards page.

NOTE: You may not subscribe to a mass list if you are not a member of that group. For example, a student may not subscribe to the faculty lists and an administrator may not subscribe to one of the student class lists. You may request an exception by writing to Debby Quayle (dquayle@hamilton.edu).

To subscribe to a special interest list (e.g. student organization list, departmental list, college initiative list, etc.), please follow the instructions below.

1. Open a new message window in your preferred e-mail program and address your message to listserv@listserv.hamilton.edu.
2. In the body of the message type the following on the first line: **Subscribe listname First Last** (replace listname with the name of the list to which you are subscribing. Then, replace "First Last" with your real first and last name. For example, to subscribe to a list called "tabletennis" you might type the following: **subscribe tabletennis Mary Smith**
3. If you use an automatic "signature" in your e-mail software, it must be disabled before you send your subscription request. If you do not know what the signature feature is, you are likely not using it.
4. Send your message.
5. Once your subscription is successfully processed, you will receive an e-mail message that contains generic information describing how to unsubscribe from the list, how to turn mail off temporarily, and how to change to digest mode. You may want to save this message for future reference.

For most special interest lists, this is all that is required. Some lists, however, will require you to confirm your subscription request.

If that occurs, you will receive an e-mail message from the Hamilton College LISTSERV Server with a subject line similar to the following: **Command confirmation request (EA25BB42).**
1. Open the message and click on the web link near the top of the message. This will open a web page in your browser (Internet Explorer, FireFox, Chrome) that indicates whether your confirmation was successful.

2. Once your subscription is successfully processed, you will receive an e-mail message that contains generic information describing how to unsubscribe from the list, how to turn mail off temporarily, and how to change to digest mode. You may want to save this message for future reference.

How to Unsubscribe From a Listserv List

1. Open a new message window in your preferred e-mail program and address your message to listserv@listserv.hamilton.edu.

2. In the body of the message type the following on the first line: Unsubscribe listname (replace listname with the name of the list from which you are unsubscribing). For example: Unsubscribe events-all.

3. If you use an automatic "signature" in your e-mail software, it must be disabled before you send your subscription request. If you do not know what the signature feature is, you are likely not using it.

4. Send your message.

NOTE: If you decide to resubscribe to the list at a later date, simply follow the instructions above for subscribing to a list.

Last Updated: April 21, 2015