

# Searching the ListServ mass mailing list archives

## Table of Contents

1. Logging Into ListServ
2. Searching for messages in the ListServ Archives
  - A. Searching for a message sent to a particular list
  - B. Viewing all messages sent to a particular list.
  - C. Searching for a message in multiple lists at the same time

## 1. Login to Listserv via the Web

**NOTE:** To login to the Online Mailing List Archives, you will need a password. If you have not previously created one you can do so using the instructions in the following document:

<http://www.hamilton.edu/college/its/documentation/listserv/external/HTO-ListservPassword-ALL.pdf>

1. Open your Web browser (Internet Explorer, Firefox, etc.) and go to <http://listserv.hamilton.edu>.
2. Click on **Online Mailing List Archives** on the left side of the page at the top of the list of options.

**Subscriber Pages**

- ◆ [Subscriber's Corner](#)  
Manage your list subscriptions on this server.
- ◆ [Online Mailing List Archives](#)  
Browse the archives of public lists on this server.
- ◆ [Archive Search](#)  
Search through multiple lists' archives at the same time.
- ◆ [Catalist Email List Search](#)  
Search for a list of interest with the official catalog of public LISTSERV® lists.

3. Enter your *full* e-mail address and Listserv password in the corresponding fields. Then click **Login**.
4. Next, click on **Click Here to Continue...**

## 2. Searching for messages in the List Archives

There are two ways to search for messages in the list archives. You can search a particular list's archives directly or you can search multiple lists at once.

### A. Searching for a message(s) sent to a particular list

1. Log in to Listserv as described above in section 1.
2. Click on the list you want to search (e.g, Allcampus-a).  
**NOTE:** You must be subscribed to that list to view its archives.

- [2009-A](#) Class of 2009 General Campus Announcement List (529 subscribers)
- [2010-A](#) Class of 2010 General Campus Announcement List (537 subscribers)
- [2011-A](#) Class of 2011 General Campus Announcement List (540 subscribers)
- [ADMIN-A](#) Administration -- General Campus Announcement List (232 subscribers)
- [ALLCAMPUS-A](#) All Campus General Campus Announcement List (2,416 subscribers)
- [ALLEMPLOYEES-A](#) All Employees General Campus Announcement List (745 subscribers)
- [ALLSTUDENTS-A](#) All Students General Campus Announcement List (1,614 subscribers)
- [FACULTY-A](#) Faculty -- General Campus Announcement List (375 subscribers)

- If the list you want to search isn't shown, then click on the link at the bottom where it says, "Try the [unlisted archives form](#) instead." In the space provided on the page that opens, type the name of the list you want to search, e.g. *cw-l* or *Continental*s. If you are not subscribed to the list you will not be allowed to search its archives. Most of the lists not shown in the list **do not** have archives.
- If you want to search for a specific subject or sender, click on **Search the archives.**

**Archives of ALLCAMPUS-A@LISTSERV.HAMILTON.EDU**

*All Campus General Campus Announcement List*

- ◆ [Search the archives](#)
- ◆ [Post to the list](#)
- ◆ [Join or leave the list \(or change settings\)](#)
- ◆ [Manage the list \(list owners only\)](#)
  
- ◆ [May 2008](#)
- ◆ [April 2008](#)
- ◆ [March 2008](#)
- ◆ [February 2008](#)
- ◆ [January 2008](#)
- ◆ [December 2007](#)
- ◆ [November 2007](#)

- On the screen that follows, fill in the appropriate search field(s). For example, you may search for a particular text string (e.g. Jitney), subject line (e.g. no jitney) or author name. You may also limit your search to a particular time period. When you've entered the desired search criteria, click on the **Submit** button at the bottom of the page.
- To read one of the messages found by your search, click on the item number. Note that the date is shown as **YY/MM/DD**.

Search Results: 31 matches.				
Item #	Date	Time	Recs	Subject
<a href="#">002069</a>	03/02/07	15:46	471	Lumumbal
<a href="#">002054</a>	03/02/07	03:17	33	Jitney riding practice schedule
<a href="#">002035</a>	03/02/05	22:48	21	Jitney service this weekend
<a href="#">002033</a>	03/02/05	22:07	28	Rock Night in U-town
<a href="#">002030</a>	03/02/05	17:54	59	ASB
<a href="#">001998</a>	03/02/03	14:35	471	Lumumbal
<a href="#">001846</a>	03/01/20	11:13	13	no jitney service 1/21/03
<a href="#">001838</a>	03/01/20	01:08	25	Jitney Service
<a href="#">001748</a>	02/12/11	11:14	16	Jitney Service
<a href="#">001684</a>	02/12/05	16:52	53	Meeting Tonight 8:30 Milbank Lounge

- If you are finished with your search, you can leave the ListServ web interface by clicking on **Log Off** located on the left side of the screen in the blue column.

## B. Viewing all messages sent to a particular list

- If you can't remember enough details to enable you to conduct a narrow search, then you might want to scan through *all* the messages sent to a particular list. Start by following steps 1-3 in part 2A above.
- Click on the month whose messages you wish to review (see illustration on the next page).

**Archives of ALLCAMPUS-A@LISTSERV.HAMILTON.EDU**

*All Campus General Campus Announcement List*

- ◆ [Search the archives](#)
- ◆ [Post to the list](#)
- ◆ [Join or leave the list \(or change settings\)](#)
- ◆ [Manage the list \(list owners only\)](#)
- ◆ [May 2008](#)
- ◆ [April 2008](#)
- ◆ [March 2008](#)
- ◆ [February 2008](#)
- ◆ [January 2008](#)
- ◆ [December 2007](#)
- ◆ [November 2007](#)

3. A list of messages that were sent to the Listserv list you selected will be displayed. There are two levels by which the results can be sorted. The primary level allows you to sort by **Author**, **Date** or **Topic** (Subject). The sub-level will allow you to sort **Chronologically** (ascending) or by **Most Recent First** (descending). To change the sort method, click on the desired variable under the **Sort by** section.

Sort by: [Author](#) | [Date](#) | [Topic](#)  
[Chronologically](#) | [Most recent first](#)

4. When you have found the message you are looking for, click on the subject.

4. [A Valentine's Day Gift that will Last Forever](#)  
 ◆ [A Valentine's Day Gift that will Last Forever \(842 lines\)](#)  
**From:** Lori <lho@HAMILTON.EDU>  
**Date:** Wed, 12 Feb 2003 15:05:06 -0500

5. [ADLER CONFERENCE: A NEW WORLD ORDER](#)  
 ◆ [ADLER CONFERENCE: A NEW WORLD ORDER \(483 lines\)](#)  
**From:** Adler <Adler@HAMILTON.EDU>  
**Date:** Mon, 10 Feb 2003 10:55:47 -0500

6. [ALEX is back](#)  
 ◆ [ALEX is back \(17 lines\)](#)  
**From:** Ken Herold <kherold@HAMILTON.EDU>  
**Date:** Wed, 12 Feb 2003 09:51:43 -0500

7. [ALEX Library Catalog is down](#)  
 ◆ [ALEX Library Catalog is down \(17 lines\)](#)  
**From:** Ken Herold <kherold@HAMILTON.EDU>  
**Date:** Wed, 12 Feb 2003 08:42:57 -0500

5. When you have finished searching the list of messages, you can log out by clicking on the "back" arrow in your browser or by clicking on the link at the bottom of the page titled, "Back to the main *listname* page", where "listname" is replaced by the name of the list you are looking at. Once you have returned to that page, click on **Log Off** located on the left side of the screen in the blue column.

### C. Searching for a message in multiple lists at the same time

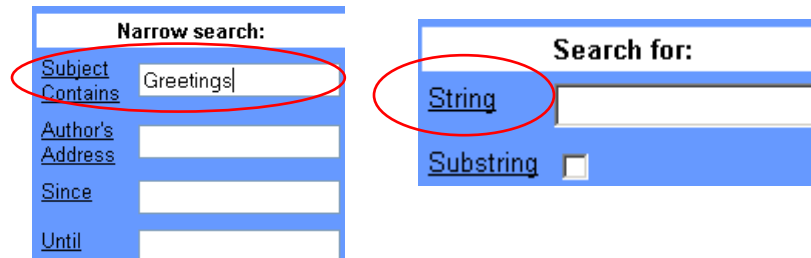
When you don't know which list contains the message (or topic) you're looking for, you can search multiple lists at the same time.

1. Open Internet Explorer and navigate to <http://listserv.hamilton.edu>.
2. Click on **Archive Search** (3<sup>rd</sup> option down from the top of the list).

**Subscriber Pages**

- ◆ [Subscriber's Corner](#)  
Manage your list subscriptions on this server.
- ◆ [Online Mailing List Archives](#)  
Browse the archives of public lists on this server.
- ◆ [Archive Search](#)  
Search through multiple lists' archives at the same time.
- ◆ [CataList Email List Search](#)  
Search for a list of interest with the official catalog of public LISTSERV® lists.

3. Login using your full e-mail ID and ListServ password.
4. On the left side of the Archive Search page, there are a number of search variables you can modify. **Enter the text you are searching for in the dialogue box that is most appropriate.** The most commonly used variables are under the **Search for** and **Narrow search** fields (shown in step 5).
5. The specific field you will use will depend on the information you are trying to obtain. For example, if you want to search for a mass e-mail that contained the word *Greetings* in the **Subject** field, then you would enter *Greetings* in the **Subject Contains** dialogue box in the **Narrow search** section. Conversely, if you are searching for an e-mail that contains the word *Greetings* in the **Body** of the message, you would enter *Greetings* in the **String** dialogue box under the **Search for** category.



6. Click to check the box next to each of the lists you would like to include in your search (e.g., 2005-A, ALLCAMPUS-A, ALLEMPLOYEES-A).

<input checked="" type="checkbox"/>	2005-A Class of 2005 General Campus Announcement List
<input checked="" type="checkbox"/>	ALLCAMPUS-A All Campus General Campus Announcement List
<input checked="" type="checkbox"/>	ALLEMPLOYEES-A All Employees General Campus Announcement List

7. Click **Submit**.
8. Your results will be displayed on screen. This example found only two matches, but there may be several depending on how broadly you defined your search. If there are too many results, try making your search more specific.

Search Results: 2 matches					
Item #	Date	Time	Recs	Subject	List Name
<a href="#">001330</a>	02/10/31	02:30	171	Greetings from Abbey Road!	ALLCAMPUS-A
<a href="#">000051</a>	02/08/12	15:57	257	Greetings!	2005-A

9. Click on the **Item #** (in this example, click on [000051](#)) to view the message. NOTE: The DATE is shown in the format **YY/MM/DD**.
10. When you have finished, click **Log off** by clicking on the link on the left side of the screen.

For questions or comments regarding this document, please email [helpdesk@hamilton.edu](mailto:helpdesk@hamilton.edu).