

Managing your Listserv Subscriptions

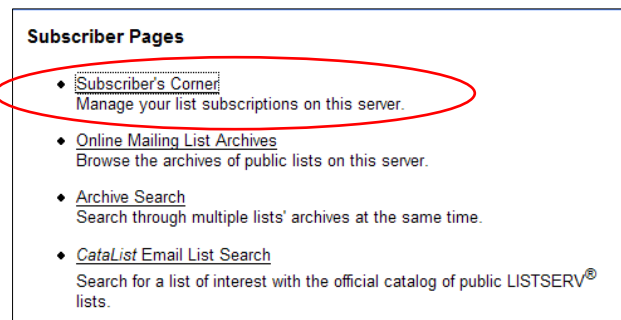
Concepts covered in this document are:

1. [Login to ListServ via the Web](#)
2. [Unsubscribe from a mailing list](#)
3. [Temporarily turn mail off for your class/employee mass list](#)
4. [Temporarily turn mail off for ALLCAMPUS-A and/or ALLSTUDENTS-A \(while staying on your specific class/employee list\)](#)
5. [How to subscribe to a Hamilton Listserv list](#)

1. Login to Listserv via the Web

NOTE: All of the steps outlined in this document require you to have logged in to Listserv on the Web. Each of the tasks that follows this first section assumes you have logged in.

- a. Open your Web browser (Internet Explorer, Firefox, etc.) and go to <http://listserv.hamilton.edu>.
- b. Click on **Subscriber's Corner** on the left side of the page at the top of the list of options.



- c. To login to the Subscriber's Corner, 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>

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

2. Unsubscribe from a mailing list

These steps will guide you through the process of permanently leaving (unsubscribing from) a mailing list. If you want to temporarily leave a list (suspend receipt of mail from that list) please refer to sections 3 and 4 later in this document.

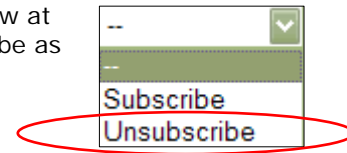
- a. Open your Web browser (Internet Explorer or Firefox) and navigate to <http://listserv.hamilton.edu>.
- b. Click on **Subscriber's Corner** on the left side of the page and login as explained above in section 1.
- c. Approximately half way down the page, you will see a summary of the lists to which you belong.
- d. Check the box(es) next to the list(s) from which you would like to unsubscribe.



- e. In the drop-down menu at the **bottom** of your list of subscriptions, select **Unsubscribe**. (See illustration on the next page.)



Note: When you **click** on the double arrow at left, you will see Subscribe and Unsubscribe as options. Click to select **Unsubscribe**.



- f. Click **Submit Changes**.
- g. You will receive an on-screen confirmation that your subscription was removed.

2005-A
You have been removed from the 2005-A list.

- h. When you have finished, click **Log off** on the left side of the screen.

IMPORTANT NOTES:

- Most people are subscribed separately to their class or employee list, the allstudents or allemployees list and the allcampus list. Therefore, you may selectively leave one or more of these lists. In rare instances, it is possible you are *only* subscribed to your class or employee list. If that is the case, you will no longer receive ANY mass mail when you leave that list. You can correct this by first subscribing to those lists from which you desire to receive mail. Instructions are included at the end of this document that explain how to subscribe to a list.
- The Hamilton Mass Lists are arranged in a hierarchy. Unsubscribing from your class list (2011-a, 2012-a, etc.) or your employee list (admin-a, faculty-a, etc.) will **stop mail** from the ALLCAMPUS-A and ALLSTUDENTS-A lists **unless** you are subscribed to them separately. In most cases you should already be subscribed to them separately.
- If you would like to be removed from your class list and still receive allcampus e-mails, please see section **3**. below.
- If you would like to remain on your class or employee list (e.g. 2005-a, or ADMIN-A) but do not want to receive allcampus e-mails, please see section **4**. below.

3. Turning Mail Off for Your Class/Employee Mass List

NOTE: The Hamilton Mass Lists are arranged in a hierarchy. Unsubscribing from your class list (2011-a, 2012-a, etc.) or your employee list (admin-a, faculty-a, etc.) will **stop mail** from the ALLCAMPUS-A and ALLSTUDENTS-A lists **unless** you are subscribed to them separately. In most cases you should already be subscribed to them separately.

- a. Open Internet Explorer and navigate to <http://listserv.hamilton.edu>.
- b. Click on **Subscriber's Corner** at the top of the list of options.
- c. Enter your *full* e-mail address and ListServ password in the corresponding dialogue boxes then click **Login**.
- d. On the next web page, click on **Click Here to Continue...**
- e. On the right hand side of the page, you will see a summary of the lists to which you are subscribed.
- f. If your list of subscriptions *includes* ALLCAMPUS-A and ALLSTUDENTS-A (or ALLCAMPUS-A and ALLEMPLOYEES-A), then continue to step G. If you do not see these two lists, please follow steps in section **5** below. You need to subscribe to both ALLCAMPUS-A and ALLSTUDENTS-A (or ALLEMPLOYEES-A). Once you have finished subscribing to these lists, return here and continue.
- g. Click on the name of the list from which you would like to unsubscribe (i.e., 2005-a). Do NOT click in the box to the left of the name.

<input type="checkbox"/>	<u>2003-A</u> Class of 2003 General Campus Announcement List
<input type="checkbox"/>	<u>2004-A</u> Class of 2004 General Campus Announcement List
<input type="checkbox"/>	<u>2005-A</u> Class of 2005 General Campus Announcement List
<input type="checkbox"/>	<u>ADMIN-A</u> Administration -- General Campus Announcement List
<input type="checkbox"/>	<u>ALLCAMPUS-A</u> All Campus General Campus Announcement List
<input type="checkbox"/>	<u>ALLEMPLOYEES-A</u> All Employees General Campus Announcement List
<input type="checkbox"/>	<u>ALLSTUDENTS-A</u> All Students General Campus Announcement List

- h. On the next page, under the section titled **Miscellaneous** place a check in the box next to **Mail delivery disabled temporarily [NOMAIL]**. Then click on **Update Options** button.

Miscellaneous:	<input checked="" type="checkbox"/> Mail delivery disabled temporarily [NOMAIL]
	<input type="checkbox"/> Address concealed from REVIEW listing [CONCEAL]
<input type="button" value="Update Options"/>	<input type="button" value="Leave ALLCAMPUS-A"/> <input type="button" value="Back to ALLCAMPUS-A Page"/>

- i. You will see a confirmation message appear at the **top** of the screen.
j. When you have finished, click **Log off** on the **left** side of the screen.

Subscription Settings
Subscriber's Corner
Server Archives
List Archives
List Management
List Moderation
Server Management
Help
Log off

NOTE: You will still technically be subscribed to the list; however, you will not receive any mail until you reverse this process.

4. Turning Mail OFF for ALLCAMPUS-A and/or ALLSTUDENTS-A (while staying on your specific class/employee list)

- Open Internet Explorer and navigate to <http://listserv.hamilton.edu>.
- Click on **Subscriber's Corner**
- Enter your *full* e-mail address and ListServ password in the corresponding dialogue boxes then click **Login**.
- On the next web page, click on **Click Here to Continue...**
- On the right hand side of the page, you will see a summary of the lists to which you are subscribed.
- If your list of subscriptions *includes* ALLCAMPUS-A and ALLSTUDENTS-A (or ALLCAMPUS-A and ALLEMPLOYEES-A), then continue to step g. If you do not see the desired list(s), please follow steps in section 5 below. You need to subscribe to the list(s) for which you want to

turn mail off. Once you have finished subscribing to the list or lists, return here and continue.

- g. Click on the name "ALLCAMPUS-A" from the summary of your subscribed lists. Do NOT click in the box to the left of the name.

<input type="checkbox"/>	2003-A Class of 2003 General Campus Announcement List
<input type="checkbox"/>	2004-A Class of 2004 General Campus Announcement List
<input type="checkbox"/>	2005-A Class of 2005 General Campus Announcement List
<input type="checkbox"/>	ADMIN-A Administration -- General Campus Announcement List
<input type="checkbox"/>	ALLCAMPUS-A All Campus General Campus Announcement List
<input type="checkbox"/>	ALLEMPLOYEES-A All Employees General Campus Announcement List
<input type="checkbox"/>	ALLSTUDENTS-A All Students General Campus Announcement List

- h. Under the section titled **Miscellaneous**, place a check in the box next to *Mail delivery disabled temporarily [NOMAIL]*. Then click on the **Update Option** button.

Miscellaneous:

Mail delivery disabled temporarily [NOMAIL]

Address concealed from REVIEW listing [CONCEAL]

[Update Options](#) [Leave ALLCAMPUS-A](#) [Back to ALLCAMPUS-A Page](#)

- i. You will see a confirmation message appear at the **top** of the screen.
 j. Repeat steps g and h for ALLSTUDENTS-A (or ALLEMPLOYEES-A) list if desired.
 k. When you have finished, click **Log off** on the **left** side of the screen.

Subscription Settings

[Subscriber's Corner](#)

[Server Archives](#)

[List Archives](#)

[List Management](#)

[List Moderation](#)

[Server Management](#)

[Help](#)

[Log off](#)

NOTE: You will still technically be subscribed to these lists; however, you will not receive any mail from them.

5. Subscribing to a Hamilton Listserv List

- Open Internet Explorer and navigate to <http://listserv.hamilton.edu>.
- Click on **Subscriber's Corner**
- Enter your *full* e-mail address and Listserv password in the corresponding dialogue boxes, then click **Login**.
- On the next web page, click on **Click Here to Continue...**
- On the left side, select **All Lists** next to **Show** in the *List Table Options*.

List Table Options:

Narrow Selection

Lists per Page

User

Show [All Lists](#)

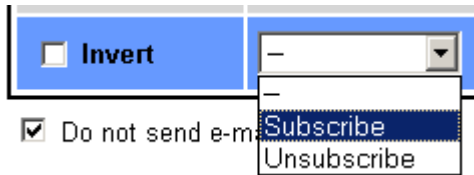
[Submit](#) [Clear](#) [Reset](#)

- f. Click the **Submit** button to refresh the List Table. There will be a bit of a pause before the list is displayed.
- g. Check the box(es) next to the list(s) to which you want to subscribe.

NOTE: You are only allowed to subscribe to those lists which apply to you. If you are not a member of the faculty or the class of 2003, for example, your subscription will be removed by the ListServ administrator or list owner.

- h. At the bottom of the List Names column, select the **Subscribe** option by clicking on the down arrow.

1. (Windows)

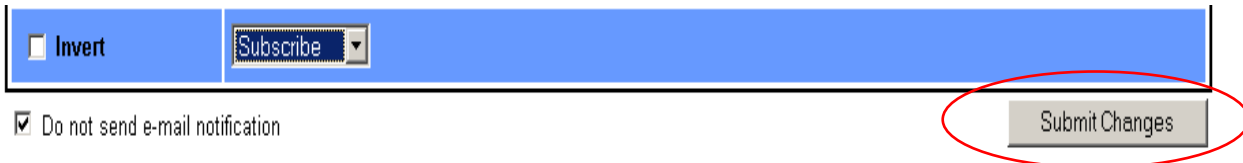


(Macintosh)



NOTE: When you click on the double arrow above, you will see Subscribe and Unsubscribe as options.

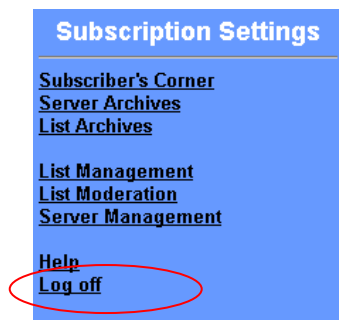
- i. Click the **Submit Changes** button.



- j. You will receive a confirmation message via e-mail. Open up your e-mail client (Messenger Express, Thunderbird, Outlook/Outlook Express, etc.) and open the e-mail with the subject **Command confirmation request**.
- k. In the body of the confirmation request message, there will be a link to the ListServ website. Click on that link (N.B.: If your e-mail includes a link but does not take you anywhere when you click on it, then you should copy and paste the link into Internet Explorer).
- l. Next a web page will open that confirms your subscription. Displayed on the screen will be something like the following:

Confirming:
> **SUBSCRIBE 2005-A No Name**
You have been added to the 2005-A list.

- m. It is highly recommended that you log off when finished managing your subscriptions. To Log off, click the **Log off** link on the left hand side of the screen.



For questions or comments regarding this document, please email helpdesk@hamilton.edu.