

# Quick Start Guide for List Owners

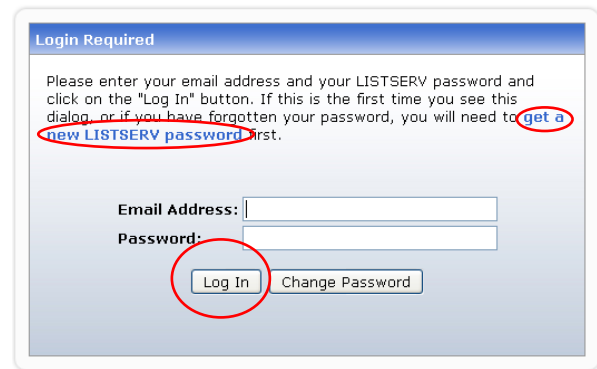
For ListServ 15.5

## Logging in and Setting your ListServ Preferences

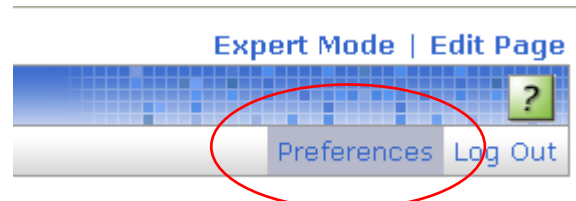
1. Open your web browser software (Internet Explorer, FireFox, Safari, etc.) and go to: <http://listserv.hamilton.edu>.
2. **If you don't have a Listserv password**, or you have forgotten it, click on the link (in blue) labeled *Get Password*. Fill in the requested information and then click on the **Register Password** button. If you have a password already, skip to the next step.



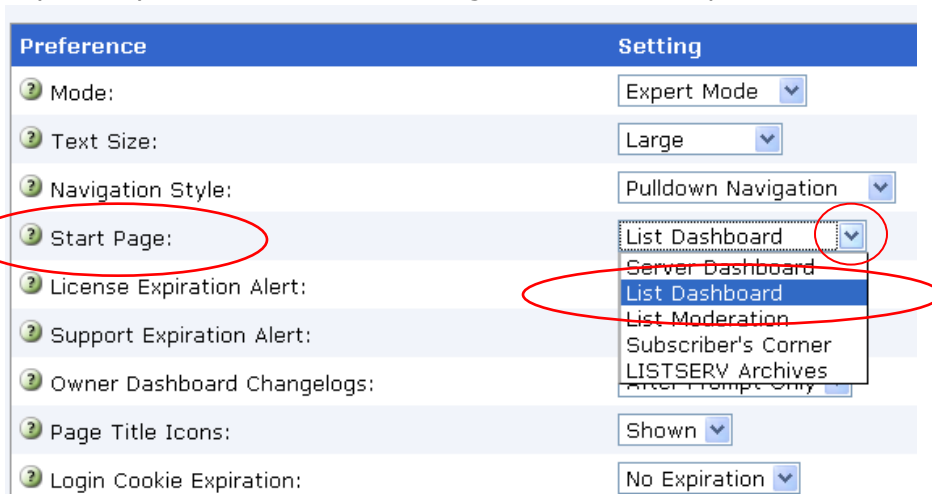
3. Click on **Log In** (shown in the Options: section above). Next, enter your entire e-mail address (e.g. [dquayle@hamilton.edu](mailto:dquayle@hamilton.edu)) and your Listserv password in the fields provided. Then click on the **Log In** button (shown at right).
  - a. **NOTE:** If you get to the Login page and realize you don't remember your password, you can click on the blue text that says "get a new LISTSERV password".



4. After you've logged in, click on **Preferences** (located in the upper right corner of your screen).



5. Click on the down arrow in the **Start Page** setting and choose "List Dashboard" from the list. **NOTE:** If you are an advanced user and you want to see all the options available for your list, you may want to consider setting the Mode to "Expert Mode".

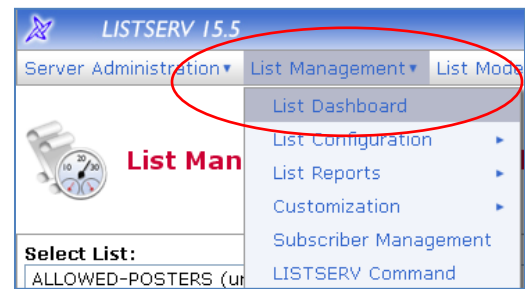


- Click on the **Submit** button in the lower right **or** upper right corner.

## Viewing, adding or deleting list subscriptions

There are two sections in this document that describe how to manage subscriptions. This first section describes the easiest approach. The steps that follow will satisfy most of your subscription management needs. However, if you need to add or delete large numbers of subscribers or you need to alter specific settings for a subscriber, then proceed to page 3 for a more detailed approach to managing subscriptions.

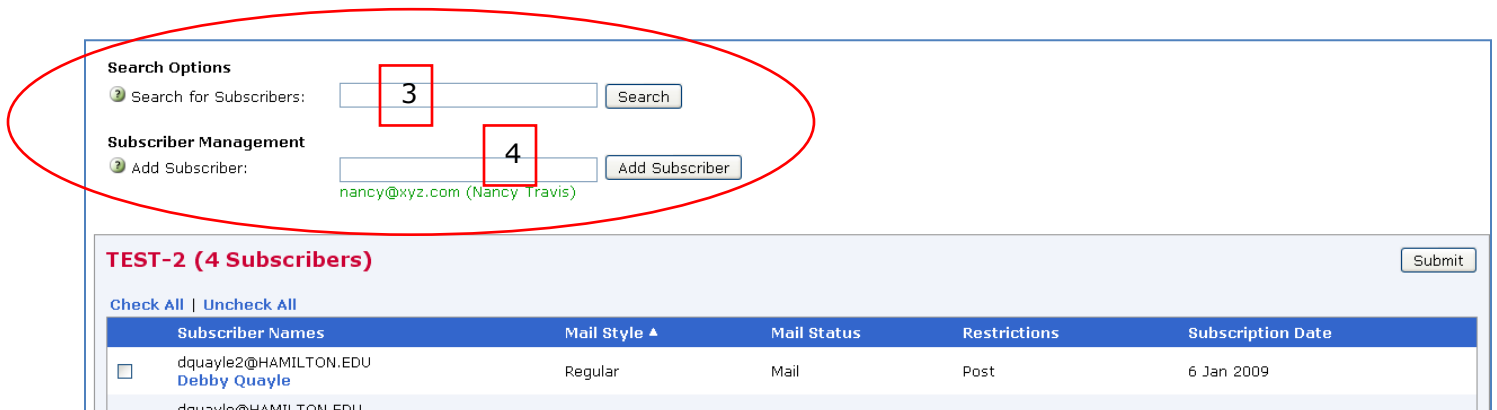
- If you are not already in the List Dashboard view, click on the **List Management** menu and then select **List Dashboard** from the drop down list.



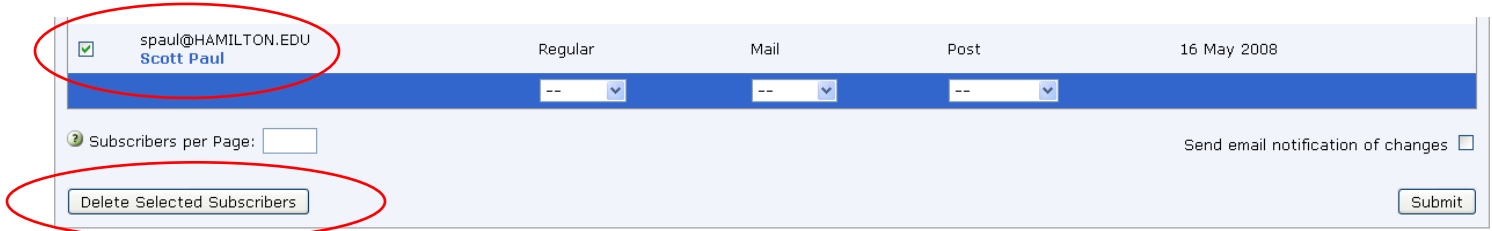
- A list of the lists you own should appear in the bottom half of the screen.
  - NOTE:** If you do not see them the first time you use the new web interface, try logging out of LISTSERV and then login in again.
  - To add, delete or search for subscribers *and* to see a list of your subscribers, click on the **[View]** link under the *Subscribers* column heading.

List Name	Subscribers	Send	Subscription	Subscribe	Signoff	Post
TEST-2 [Configure]	4 [View]	Editor, Confirm [Edit]	Open, Confirm [Edit]	[+]	[+]	[+]

- To search for a subscriber, enter as much of their name (or address) as you know in the field provided, and then click on **Search**.
- To add a new subscriber, fill in their **full** address (e.g. jdoe@hamilton.edu) followed by their full name (e.g. John Doe). When you click the **Add Subscriber** button they will be added to your list but they will **NOT** be automatically notified they have been added.

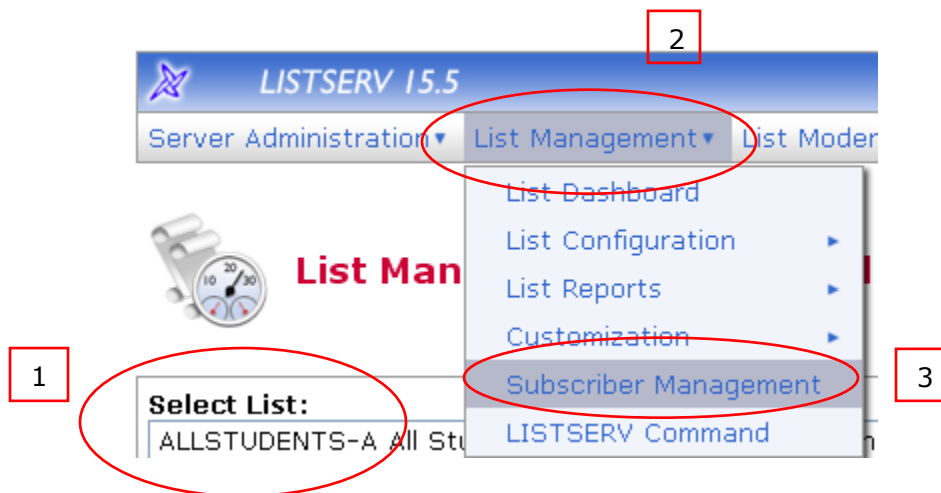


5. To delete one or more subscriber, click in the checkbox that appears next to the subscriber's name. Then, click on the button labeled **Delete Selected Subscribers**. **No** notification will be sent to the subscriber. **NOTE:** If you have more than one page (screen) of subscribers, you will need to delete subscribers one page at a time.



## A more detailed way to manage subscriptions – including how to add or delete subscribers in bulk

1. From the List Dashboard view, select your list in the **Select list:** area (if it is not already displayed).
2. Click on the **List Management** menu located across the top of your screen.
3. Then, select **Subscriber Management**.

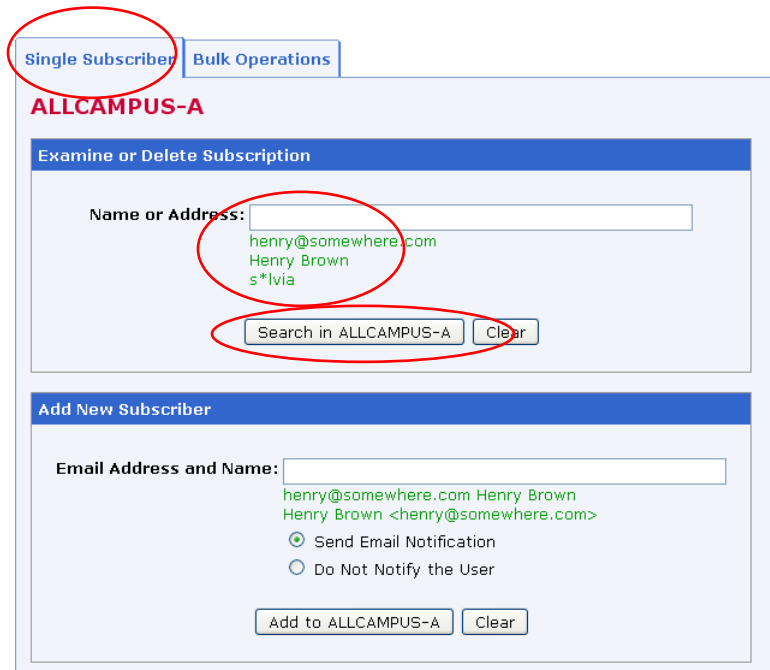


## To search for, add or change an individual (single) subscription

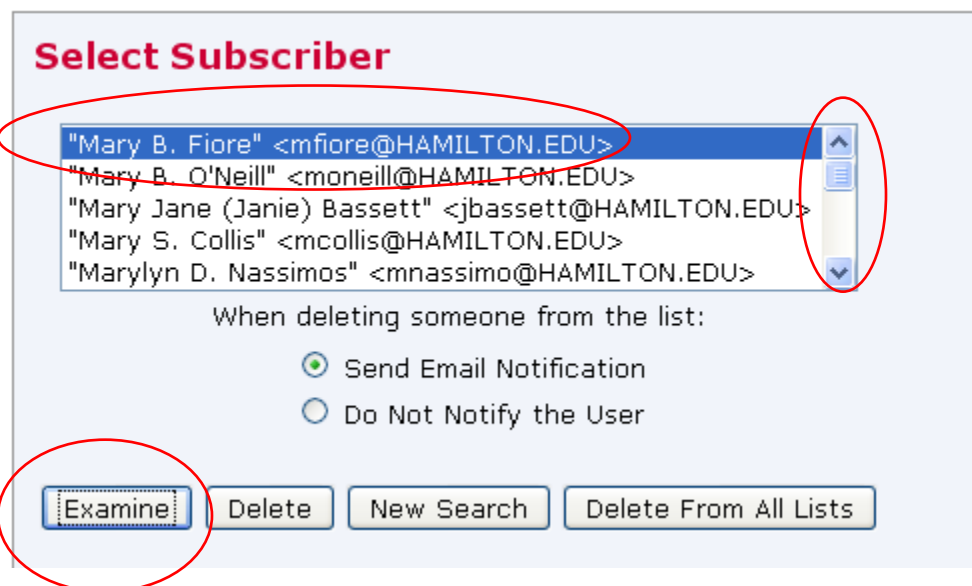
On the **Subscriber Management** page, you can search for, add/delete/change individual subscribers or you can add/delete subscriptions in bulk.

**Finding a subscription**

1. An alternative way to find a subscriber is to use the **Single Subscriber** tab. When searching for a subscriber, you can enter as much or as little of their name (or e-mail address) as you know. Clicking on the **Search in LISTNAME** button will return a list of matches.



2. Find the subscriber you're searching for (remember that you may need to scroll down to see all matches), then click their name to highlight it in the list. Click on the **Examine** button to see their subscription details. In the screen that results, you may change or delete the subscription.
  - a. **NOTE:** If you choose to **delete** the subscriber using the Delete button shown below, you should first decide if you want to notify the subscriber of the deletion. If you **do not** want them notified, **click in the circle next to "Do Not Notify the User"** and then click on **Delete**. Otherwise, an e-mail notification message will be sent automatically to the subscriber.



### Changing subscription information or options

1. In this version of Listserv it is no longer necessary to examine the subscriber details in order to delete the subscription (see step 2 above). However, it is possible to make other changes to the subscription, such as preventing an individual from posting messages to the list (NOPOST) or to temporarily stop delivery of list messages to that subscriber's e-mail address (NOMAIL).
  - a. By default, the subscriber **will** be notified of the change(s) you have made. If you make a change to the subscription, you should choose whether you want an automated e-mail message to notify the subscriber of the change. The account you used to login to Listserv will be identified in the notification message as the party that initiated the change.
  - b. If you make a change click on the **Update** button at the bottom of the subscriber options page.

**Notification Options:**

Send Email Notification  
 Do Not Notify the User

**Miscellaneous**

<input type="checkbox"/> Mail delivery disabled temporarily	[NOMAIL]
<input type="checkbox"/> Address concealed from REVIEW listing	[CONCEAL]
<input type="checkbox"/> User is exempt from renewal/probing	[NORENEW]
<input type="checkbox"/> User may bypass moderation	[EDITOR]
<input type="checkbox"/> All postings sent to list owner for review	[REVIEW]
<input type="checkbox"/> User may not post to list	[NOPOST]

Update Delete New Search Delete From All Lists

### Adding a new subscription

1. Although it is easier to add a single subscription using the method described at the beginning of this document, the Single Subscriber tab can be used as well. The steps below are described on the following page.

Single Subscriber Bulk Operations

**ALLCAMPUS-A**

Examine or Delete Subscription

Name or Address:

henry@somewhere.com  
Henry Brown  
s\*lvia

Search in ALLCAMPUS-A Clear

Add New Subscriber

Email Address and Name:

henry@somewhere.com Henry Brown  
Henry Brown henry@somewhere.com

Send Email Notification  
 Do Not Notify the User

Add to ALLCAMPUS-A Clear

2. To **add a new subscriber**, enter their details using one of the two formats shown in green. The subscriber name is not required if you use the first format, although it is highly recommended because it makes it easier to locate in the future.
3. Select whether you wish to notify the subscriber via e-mail that they have been added to the list.
4. Then, click on the **Add to LISTNAME** button.

## To search for, add or change subscriptions in bulk

For some very large lists, the easiest way to add or delete large numbers of subscriptions is through the "bulk" feature. To access this feature, click on the **Bulk Operations** tab.

Single Subscriber **Bulk Operations**

**ALLCAMPUS-A**

Examine or Delete Subscription

Name or Address:

henry@somewhere.com  
Henry Brown  
s\*Ivia

Add New Subscriber

Email Address and Name:

henry@somewhere.com Henry Brown  
Henry Brown <henry@somewhere.com>

Send Email Notification  
 Do Not Notify the User

The features found on the Bulk Operations tab (shown here) are described on the next page.

Single Subscriber **Bulk Operations**

**ALLCAMPUS-A**

**Caution:** Some of the functions offered through this page will **remove all subscribers** from ALLCAMPUS-A. Double-check your selection before submitting.

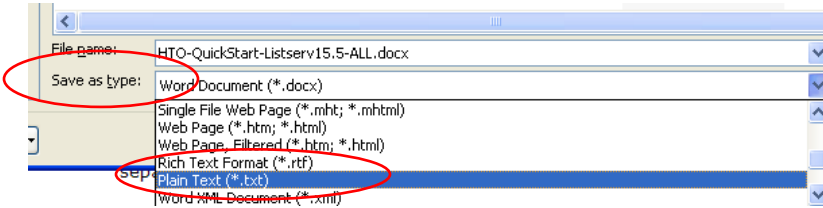
**Function:**  **Add** the imported addresses to ALLCAMPUS-A; do not remove any subscribers.  
 **Remove all subscribers** from ALLCAMPUS-A, and **add** the imported addresses (to remove all subscribers, select this option and omit the input file).  
 **Remove** the imported addresses from ALLCAMPUS-A; do not add any subscribers.  
 **Remove** the imported addresses from **all lists**.

**Input File:**

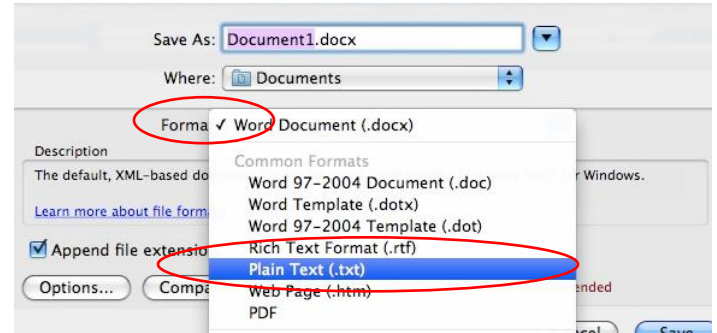
## Bulk Operations

- To use the bulk operation tab, you must **first** create a **plain text** file that contains a list of the subscribers you wish to add or delete (the format is described in sections a & b below). This file can be created in Microsoft Word but you must take care to choose **Save As** in order to change the file format to **Plain Text (\*.txt)**. On a **Windows** computer, "Plain Text" is found by selecting the "Save as type" drop-down list. On a **Macintosh**, "Plain Text" is found in the "Format" drop-down list.

**NOTE:** Additions and Deletions CANNOT be added to the same file.



MS Word for Windows (2007)



MS Word for Macintosh (2008)

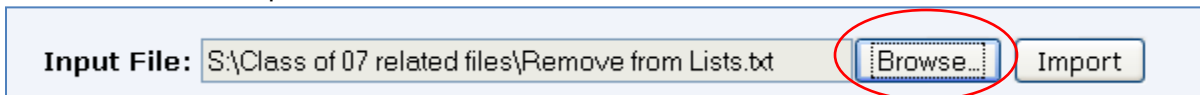
- Additions** should be typed as follows:  
 gwashing@hamilton.edu      George Washington  
 alincoln@hamilton.edu      Abraham Lincoln  
 ahamilto@hamilton.edu      Alexander Hamilton

**NOTE:** Each subscriber appears on a separate line. A **tab** (not a space) is used to separate the e-mail address from the subscriber's full name.

- Deletions** should be typed as follows:  
 gwashing@hamilton.edu  
 alincoln@hamilton.edu  
 ahamilto@hamilton.edu

**NOTE:** It is not necessary to include the subscriber's full name if their subscription is being deleted from the list.

- In the Bulk Operations screen, select the operation you wish to perform. Note that there are four types of operations that are described on the web page.
- Next, click on the **Browse** button and navigate to the file you created and saved in step 1. Click on the file name and then click on the **Open** button. This will enter the file location and name in the Input File location.



- Review your settings** to confirm you are about to perform the correct operation and then click on the **Import** button.



### Subscriber Management (TEST-L)

ADD: no error, 2 recipients added, no entry changed, one duplicate, none forwarded.

When the operation is complete you will see a summary of the import at the top of the page. The example above is for a list called "Test-L".

## Logging out of ListServ

If you are working with ListServ on your office or your personal computer (i.e. not a public lab computer), you do not need to logout when you are finished. Simply close the ListServ window in your browser. The next time you return to <http://listserv.hamilton.edu>, you will not need to enter your password. However, If you choose to logout of ListServ you must enter your ID and password the next time you return.

## Getting More Help

For list management operations not described in this document, you may wish to refer to the complete documentation published by LSoft.

The List Owner manual can be found at:

<http://www.lsoft.com/manuals/15.5/htmlhelp/list%20owners%20-%20advanced/toc.html>

Technical questions should be directed to the ITS Help Desk at 859-4181

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