Searching the ListServ Mass Mailing List Archives

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I. Logging Into ListServ For The First Time

2. Click on Subscriber’s Corner at the top of the list of options.
3. Click on I Need a Listserv password.

Login Required

The function you have requested requires authentication. Please enter your full e-mail address and your LISTSERV password (not the password you use to login to your computer or read your mail), and click on the "Login" button. If this is the first time you use this dialog, or if you have forgotten your password, you will need to get a new LISTSERV password first.

E Mail Address: [Enter full e-mail address]
Password: [Enter LISTSERV password]
I Need a LISTSERV password

Login Required

For your convenience, logging in defines a cookie in your browser, which is removed when you log off. If you are working from a public computer, you must remember to log off when you are done, or someone else will be able to use your account. On a private computer, you may set the cookie once, and never need to log off.

4. In the corresponding dialogue boxes, enter your full E-mail address (e.g. jdoe@hamilton.edu, NOT just jdoe), and your E-mail password twice, then click Register Password. NOTE: You are not required to use your E-mail password but we recommend you do so that it will be easier to remember.
5. A confirmation E-mail will be sent to you. Open up your E-mail client (iPlanet Messenger, Eudora, Outlook/Outlook Express, etc.) and open the E-mail with the subject Command confirmation request.
6. In the body of the E-mail, 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 will have to copy and paste the link into Internet Explorer).
7. You will be taken to a website that will confirm your password request by displaying the following:
8. You have successfully created a password on the ListServ web interface.
9. If you have finished, click Log off on the left side of the screen, otherwise return to http://listserv.hamilton.edu.

II. 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. Open up Internet Explorer and navigate to http://listserv.hamilton.edu.
2. Click on Online Mailing List Archives in the menu.

   - **Subscribers 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.

   - **Catalog**  
     Search for a list of interest with the official catalog of public LISTSERV lists.

3. Login using your full E-mail ID and your ListServ password (see section A above if you need a password.)
4. Click on Click here to continue...
5. Click on the list you want to search (e.g, Allcampus-a). You must be subscribed to that list to view its archives.

   **List Archives at LISTSERV.HAMILTON.EDU**
   
   From this page you can browse the online archives of the following mailing lists:
   
   - **2003-A**  
     Class at 2003 General Campus Announcement List (485 subscribers)
   - **2004-A**  
     Class of 2004 General Campus Announcement List (497 subscribers)
   - **2005-A**  
     Class of 2005 General Campus Announcement List (447 subscribers)
   - **2006-A**  
     Class of 2006 General Campus Announcement List (548 subscribers)

   **Allcampus-a**  
   All Campus General Campus Announcement List (180 subscribers)

   **Allcampus-e**  
   All Employees General Campus Announcement List (751 subscribers)

   **Allstudents-a**  
   All Students General Campus Announcement List (1,007 subscribers)

   **Faculty-a**  
   Faculty - General Campus Announcement List (339 subscribers)

   **Staff-a**  
   Staff - General Campus Announcement List (214 subscribers)

   Note that confidential or sensitive lists may be unlisted. If you know the exact name of the list you are looking for but could not find it on this page, try the unlisted archive form instead.
6. 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 the link takes you to, type the name of the list you want to search, e.g. cw-l or Continentals. If you are not subscribed to the list you will not be allowed to search its archives.

7. If you want to search for a specific subject or sender click on Search the archives.

8. 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.

9. To read one of the messages found by your search click on the item number. To scroll through the text of all the found message scroll to the bottom of the results page. Also note that the date is shown as YY/MM/DD.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Time</th>
<th>Recs</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>002068</td>
<td>03/02/07</td>
<td>15:46</td>
<td>471</td>
<td>Lurnumba!</td>
</tr>
<tr>
<td>002054</td>
<td>03/02/07</td>
<td>03:17</td>
<td>33</td>
<td>Jitney riding practice schedule</td>
</tr>
<tr>
<td>002036</td>
<td>03/02/05</td>
<td>22:48</td>
<td>21</td>
<td>Jitney service this weekend</td>
</tr>
<tr>
<td>002033</td>
<td>03/02/05</td>
<td>22:07</td>
<td>28</td>
<td>Rock Night in U-town</td>
</tr>
<tr>
<td>002030</td>
<td>03/02/05</td>
<td>17:54</td>
<td>69</td>
<td>ASB</td>
</tr>
<tr>
<td>001996</td>
<td>03/02/03</td>
<td>14:35</td>
<td>471</td>
<td>Lurnumba!</td>
</tr>
<tr>
<td>001846</td>
<td>03/01/20</td>
<td>11:13</td>
<td>13</td>
<td>no jitney service 1/21/03</td>
</tr>
<tr>
<td>001838</td>
<td>03/01/20</td>
<td>01:08</td>
<td>25</td>
<td>Jitney Service</td>
</tr>
<tr>
<td>001748</td>
<td>02/12/11</td>
<td>11:14</td>
<td>16</td>
<td>Jitney Service</td>
</tr>
<tr>
<td>001884</td>
<td>02/12/05</td>
<td>18:52</td>
<td>63</td>
<td>Meeting Tonight 8:30 Milbank Lounge</td>
</tr>
</tbody>
</table>

9. 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

1. 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 1-5 (or 1-6 if appropriate) in part IIA above.

2. Click on the month whose messages you wish to review.

3. A list of messages posted to the Listserv list that 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 sublevel 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.

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

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

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

   ![Archive Search](image)

3. Login using your full E-mail ID and ListServ password. If you do not have a password, or don’t remember yours, follow the instructions in this document on page 1.
4. On the left side of the Archive Search page, there are a number of search variables you can modify. **At this point, enter the text you are searching for in the dialogue box you determine to be most appropriate.** The most commonly used variables are under the **Search for** and **Narrow search** fields. 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.

   ![Search for and Narrow search](image)

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

   ![Check boxes for lists](image)

6. Click **Submit**.
7. 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.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Recs</th>
<th>Subject</th>
<th>List Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>001330</td>
<td>02/10/31</td>
<td>02:30</td>
<td>171</td>
<td>Greetings from Abbey Road!</td>
<td>ALLCAMPUS-A</td>
</tr>
<tr>
<td>000051</td>
<td>02/08/12</td>
<td>15:57</td>
<td>257</td>
<td>Greetings!</td>
<td>2005-A</td>
</tr>
</tbody>
</table>
8. Click on the **Item #** (in this example, click on 000051) to view the message.
9. When you have finished, click **Log off** on the left side of the screen.