Tips and Tricks for ListServ Users
ListServ 1.8e Web Interface

Purpose: The purpose of this document is to guide the user through setting up an account on the web interface of Listserv (ListServ is a commercial software product installed on Hamilton College's E-mail system that provides an easy way to create and maintain large or specialized E-mail mailing lists). In addition, this document will explain how to search through archives of mass campus E-mails, as well as how to subscribe and unsubscribe from mass mailing lists.

Concepts covered in this document are:
A. Logging Into ListServ For The First Time
B. Unsubscribing From a Mailing List
C. Turning Mail Off for Your Class/Employee Mass List
D. Turning Mail Off for ALLCAMPUS-A and/or ALLSTUDENTS-A (while staying on your specific class/employee list)
E. How to Subscribe to a Hamilton ListServ List

A. 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. This is located in the middle of the screen, below the login fields.
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.
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:

```
Command confirmation

Confirming:
> PW REP XXXXXXXX
Your new password was registered successfully.
```

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.
B. Unsubscribing From a Mailing List

2. Click on Subscriber’s Corner at the top of the list of options.
3. Enter your full E-mail address and ListServ password in the corresponding fields then click Login.
4. On the next web page, click on Click Here to Continue…
5. On the right hand side of the page, you will see a summary of the lists to which you are subscribed.
6. Check the box(es) next to the list(s) you would like to unsubscribe from.

<table>
<thead>
<tr>
<th>2005-A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2005 General Campus Announcement List</td>
</tr>
</tbody>
</table>

7. In the drop-down menu at the bottom of your list of subscriptions, select Unsubscribe.

(Windows)  
Unsubscribe  
-  
Subscribe  
Unsubscribe

(Macintosh)  
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Note: When you click on the double arrow above, you will see Subscribe and Unsubscribe as options.

8. Click Submit Changes.
9. You will receive an on-screen confirmation of your request to unsubscribe.

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

10. When you have finished, click Log off on the left side of the screen.

IMPORTANT NOTE:
- The Hamilton Mass Lists are arranged in a hierarchy. Unsubscribing from your class list will also stop mail from the ALLCAMPUS-A and ALLSTUDENTS-A unless you are subscribed to them separately. The same is true if you are unsubscribing from ADMIN-A, STAFF-A, FACULTY-A, or MAINTOP-A.
- If you would like to be removed from your class list and still receive allcampus E-mails, please see section C. below.
- If you would like to remain on your class or employee list (i.e., 2005-a, or ADMIN-A) but do not want to receive allcampus E-mails, please see section D. below.

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

IMPORTANT NOTE:
- The Hamilton Mass Lists are arranged in a hierarchy. Unsubscribing from your class list will also stop mail from the ALLCAMPUS-A and ALLSTUDENTS-A unless you are subscribed to them separately. The
same is true if you are unsubscribing from ADMIN-A, STAFF-A, FACULTY-A, or MAINTOP-A.

2. Click on **Subscriber’s Corner** at the top of the list of options.
3. Enter your **full** E-mail address and ListServ password in the corresponding dialogue boxes then click **Login**.
4. On the next web page, click on **Click Here to Continue...**
5. On the right hand side of the page, you will see a summary of the lists to which you are subscribed.
6. If your list of subscriptions **includes** ALLCAMPUS-A and ALLSTUDENTS-A (or ALLEMPLOYEES-A), then continue to step seven. If you do not see these two lists, please follow steps in section E below. You will want to subscribe to both ALLCAMPUS-A and ALLSTUDENTS-A (or ALLEMPLOYEES-A). Once you have finished subscribing to these lists, return here and continue.
7. Click on the name of the list you would like to unsubscribe from (i.e., 2005-a). Do NOT click in the box to the left of the name.
8. 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 the **Update Option** button.
9. You will see a confirmation message appear at the **top** of the screen.
10. When you have finished, click **Log off** on the **left** side of the screen.
Please note that you will still technically be subscribed to the list; however, you will not receive any mail from it.

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

2. Click on Subscriber’s Corner
3. Enter your full E-mail address and ListServ password in the corresponding dialogue boxes then click Login.
4. On the next web page, click on Click Here to Continue…
5. On the right hand side of the page, you will see a summary of the lists to which you are subscribed.
6. If your list of subscriptions includes ALLCAMPUS-A and ALLSTUDENTS-A (or ALLEMPLOYEES-A), then continue to step 7. If you do not see the desired list(s), please follow steps in section E below. You will 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.
7. 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.

8. 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.

9. You will see a confirmation message appear at the top of the screen.
10. Repeat steps 6 and 8 for ALLSTUDENTS-A or ALLEMPLOYEES-A list if desired.
11. When you have finished, click Log off on the left side of the screen.
Please note that you will still technically be subscribed to these lists; however, you will not receive any mail from them.

E. Subscribing To A Hamilton ListServ List

2. Click on Subscriber’s Corner
3. Enter your full E-mail address and ListServ password in the corresponding dialogue boxes, then click Login.
1. On the next web page, click on Click Here to Continue…
4. On the left, select All Lists next to Show in the List Table Options.

5. Click the Submit button to refresh the List Table. There will be a bit of a pause before the list is displayed.
6. Check the box(es) next to the list(s) you want to subscribe to.
   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.
7. At the bottom of the List Names column, select the Subscribe option by clicking on the down arrow.
   (Windows)
   (Macintosh)
   NOTE: When you click on the double arrow above, you will see Subscribe and Unsubscribe as options.

8. Press the Submit Changes button.
9. You will be sent a confirmation E-mail. Open up your E-mail client (iPlanet Messenger, Eudora, Outlook/Outlook Express, etc.) and open the E-mail with the subject **Command confirmation request**.

10. 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 will have to copy and paste the link into Internet Explorer).

11. You will be taken to a page that will confirm 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.

12. 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.