

## ITS Short Course

### LISTSERV Mailing List

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#### LISTSERV Contacts

- € Louise Richmond [lrichmond@uri.edu](mailto:lrichmond@uri.edu) application support
- € Karol Leuzarder [karol@uri.edu](mailto:karol@uri.edu) system support

#### Handouts

- € LISTSERV Mailing List Owner Application and Instruction  
<http://www.uri.edu/its/pdf/handout.no.45.pdf>
- € LISTSERV User's Guide <http://www.uri.edu/its/pdf/handout.no.46.pdf>
- € URI Homepage → URI A-Z → Information Technology Services → Help and Learning → Service Request Forms

Web interface <a href="http://listserv.uri.edu">http://listserv.uri.edu</a>
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#### You will learn

##### How to be a member of a mailing list

- € Subscribe
- € Unsubscribe
- € Temporarily disable mailing list
- € Retrieve archived messages

##### How to be an owner of a mailing list

- € Fill out the application form
- € Add/delete members one-by-one
- € Review memberships
- € Bulk operation

REMEMBER, LISERSERV mailing list recognizes you with the email address you used to subscribe to the list ONLY. You have to use the same email address to perform all the LISERSERV functions. (Almost like, "Garbage In, Garbage Out", 'wysiwyg' ☺)

What to do when you change your email address? Be prepared, postoffice.uri.edu will be phased out soon
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#### Members:

- € Email to the [xxxxxxx-request@listserv.uri.edu](mailto:xxxxxxx-request@listserv.uri.edu) to request the owners to change your email address from the old to the new.

#### Owners:

- € Go to the web interface to update the email address for your members.
- € To update your own email address as an owner, go to the web interface, select 'Configuration', change the field "Owner=....."