

## LISTSERV Mailing List Owner Application and Instructions

LISTSERV™, a registered trademark licensed to L-Soft International, Inc., provides a means of engaging multiple individuals in group discussions either within the University or globally via the Internet. LISTSERV lists exist on a variety of topics but new lists dealing with specific topics can readily be established.

URI faculty, staff, and officers of recognized student organizations are eligible to become LISTSERV list owners.

To become a list owner, fill out the attached form and return it as instructed. Staff in Information Technology Services will create your list based on the information you provide on the application.

The list owner can manage the list via the Web or via e-mail to [listserv@listserv.uri.edu](mailto:listserv@listserv.uri.edu), as described below.

For more information on LISTSERV features, refer to handout No.46, "LISTSERV User's Guide" at:

[www.uri.edu/its/pdf/handout.no.46.pdf](http://www.uri.edu/its/pdf/handout.no.46.pdf)

### WEB-BASED INSTRUCTIONS

Web-based instructions and links to documentation are available for LISTSERV list owners at:

<http://listserv.uri.edu>

To proceed, you need a LISTSERV password. To obtain a new or replacement password (if you have forgotten yours), follow the steps below.

1. Link to <http://listserv.uri.edu>.
2. Click on **get new LISTSERV password** to register.
3. Use the same e-mail address that you use as a list owner.
4. After you have registered, LISTSERV will send confirmation of your registration to your e-mail address.
5. Go to your **Inbox** to receive the confirmation and then follow the instructions in the e-mail message.

### Adding/Deleting Members and Reviewing the Membership

1. Go to <http://listserv.uri.edu>.
2. Click on **Mailing list management interface**.
3. Enter your e-mail address (the same one you use as the list owner) and your LISTSERV password.
4. From the **List name** menu, select the list to which you wish to add/delete member(s).
5. Click the **Subscribers** button. The **Account Management** screen appears. You can **add**, **examine**, and **delete** member(s) by filling out the on-line form. From the same screen, you can also **review the list membership**.

### List Management

1. Go to <http://listserv.uri.edu>.
2. Click on **Mailing list management interface**.
3. Enter your e-mail address (the same one you use as the list owner) and your LISTSERV password.
4. From the **List name** menu, select the list you wish to manage.
5. Click the **Edit list configuration** button. The **Edit list** header screen appears. You can update your list header by editing the list header information and clicking on the **Update** button.

### Web-based Archives

Web-based archives are available if you wish to have your list postings archived periodically. Contact the LISTSERV administrator at:

[listserv-admin@etal.uri.edu](mailto:listserv-admin@etal.uri.edu)

1. Go to <http://listserv.uri.edu>.
2. Click on **On-line Mailing List Archives**.
3. If your list is listed on this page, click on it. If it is not, click on the **Unlisted Archive Form** link at the bottom of the page and enter your list name.
4. If the list is confidential or private, enter your e-mail address (the same one you use as the LISTSERV owner) and your LISTSERV password.
5. At this point, you can:
  - a. search the archives
  - b. post to the list
  - c. join or leave the list, or change your e-mail setting
  - d. manage the list if you are the list owner
  - e. click on and review the archives

### E-MAIL INSTRUCTIONS

A few basic LISTSERV commands for managing a list are shown below. All commands should be sent via e-mail to [listserv@listserv.uri.edu](mailto:listserv@listserv.uri.edu). Place the commands, one per line, into the body of the e-mail message, which should be unsigned.

To add a user to a list:

**add listname user@node.domain username**

To remove a user from a list:

**DELeTe listname user@node.domain**

To see who is subscribed to a list:

**REView listname**

The list of subscribers will be e-mailed to you.

**For example:**

As the owner of the list TECHNEWS, you may include the following commands in the body of your e-mail to [listserv@listserv.uri.edu](mailto:listserv@listserv.uri.edu):

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**add technews jdoe1234@mail.uri.edu John Doe**  
**add technews jsmi6789@mail.uri.edu Jay Smith**  
**delete technews mjon9999@mail.uri.edu**  
**review technews**

The above commands will:

- Add John Doe and Jay Smith to TECHNEWS
- Delete Mary Jones from TECHNEWS
- Show you TECHNEWS subscribers

**Note:**

- If you own a private list, you have to add members to your list yourself, as described above.
- If you own a public list, you may add members to the list yourself, or you may ask the interested parties to subscribe to the list themselves. Refer to handout No.46, "LISTSERV User's Guide" for instructions.

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Fill out and FAX this form to Louise at 874-5479. Keep the first page for reference.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

List Name: \_\_\_\_\_  
No spaces - up to 31 characters

List Description: \_\_\_\_\_  
Up to 65 characters

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The choices you make for the bulleted items below will determine how LISYSERV handles your list. You can change these settings any time by following the **List Management Instructions** on page 1.

- **Subscription:** Choose how subscriptions to your list should be handled; check one.
- Open, Confirm** Your list is open to the public allowing anyone to subscribe; each new subscriber will get an e-mail from LISYSERV asking to confirm their request for subscription.
- Closed** Only you, the listowner, can add/delete subscribers.
- By Owner** Requests for subscription will be sent to you by LISYSERV; as listowner, you can add the subscriber if you wish.

- **Send:** Choose who is allowed to send postings to the list; check one.
- Private** Only subscribers can post.
- Owner** Only you, the listowner, can post.
- Editor** Only the owner and designated editor can post.

- **Review:** Choose who is allowed access to your list of subscribers; check one.
- Private** Only subscribers to the list can get the list of subscribers.
- Owner** Only you, the listowner, can get the list of subscribers.

• **Daily Threshold:** Estimate the number of daily postings to the list; the default is 25. \_\_\_\_\_

- **Notify:** Choose if you wish to be notified as subscribers come and go.
- Yes** Listowner will be notified as subscribers come and go.
- No** Listowner will not be notified as subscribers come and go.

- **Reply to:** Choose how a subscriber's response to a posting is distributed.
- List** The response is sent to all subscribers.
- Sender** The response is sent only to the sender of the posting.

• **Topics:** Optional: Choose one-word title for discussion topics; 8 maximum.

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\_\_\_\_\_

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- **Attachments:** Choose how attachments sent with postings are handled; check one.
- Yes** Attachments are sent with the posting to all subscribers. This is not recommended since attachments can spread viruses.
- No** Attachments are **not** accepted; LISYSERV rejects posting and attachment and returns them to the sender.
- No, Filter** Attachment(s) is deleted from posting by LISYSERV; only posting is distributed to subscribers. The sender is not notified that the attachment has been deleted.

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• **NOHTML:** Should HTML attachments be removed from postings? \_\_\_ Yes \_\_\_ No  
This is recommended if **Notebook:** = Yes.

• **Confidential:** Should your list be visible globally?  
\_\_\_ Yes List does not appear on global list of lists.  
\_\_\_ No List is visible globally and appears on global list of lists.  
\_\_\_ Service List visibility and distribution are restricted to URI.

• **Renewal:** Should LISYSERV request subscription renewal from subscribers (via e-mail)?  
If yes, how often?  
\_\_\_ Yes \_\_\_ Every 3 months \_\_\_ Every 6 months \_\_\_ Annually  
\_\_\_ No

• **Notebook:** Choose if postings should be archived; check one.  
\_\_\_ Yes LISYSERV keeps a copy of all postings to this list.  
Should they be public? \_\_\_ Yes \_\_\_ No  
How should they be organized? \_\_\_ By week \_\_\_ By month  
How long should they be kept? \_\_\_\_\_  
\_\_\_ No LISYSERV does **not** keep a copy of postings to this list.

• **List Co-owners:** Fill out if another person(s) should have full owner access to help manage the list.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_