

LISTSERV™, a 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. The discussions are sent to all list subscribers via e-mail.

Information Technology Services administers a LISTSERV for URI, which hosts mailing lists on a variety of topics; some lists are open to the public, others are private.

LISTSERV can be accessed via e-mail at listserv@pete.uri.edu or via the Web. This handout offers instructions for both e-mail and web-based users on how to subscribe to a public mailing list hosted on URI's LISTSERV, and how to use other LISTSERV features.

Notes:

- Subscription to a private list is restricted; contact the list owner if you wish to join.
- URI faculty, staff, and officers of recognized student organizations are eligible to become LISTSERV list owners. To become a list owner, fill out handout No.45, "LISTSERV Mailing List Owner Application" which is at:

<http://www.uri.edu/its/iits/iits.handouts.files/handout.no.45.pdf>

E-MAIL INSTRUCTIONS

Joining Public Lists:

You can join URI's public lists by sending an e-mail message to listserv@pete.uri.edu with the following command in the body of the e-mail:

SUBscribe listname your_name

For example, to join the public TECHNEWS list, John Doe would send the following e-mail message to listserv@pete.uri.edu:

SUBscribe TECHNEWS John Doe

Leaving Public Lists:

You can leave URI's public lists by sending an e-mail message to listserv@pete.uri.edu with the following command in the body of the e-mail:

UNSUBscribe listname

For example, to leave the public TECHNEWS list, John Doe would send the following e-mail message to listserv@pete.uri.edu:

UNSUBscribe TECHNEWS

Posting to Public Lists:

To post to a list, send an e-mail message to listname@pete.uri.edu.

For example, to post to the TECHNEWS list, send your e-mail message to technews@pete.uri.edu.

Temporarily Disabling E-mail from a Mailing List:

Send a **NOMAIL** request to the mailing list if you don't want to fill up your mailbox during an extended absence. You will still be subscribed to the list. Send a **MAIL** request when you are ready to receive e-mail from the mailing list again.

To do this, send an e-mail message to listserv@pete.uri.edu (not the mailing list) with the following command in the body of the e-mail:

SET listname NOMAIL

if you wish to stop e-mail from the list

SET listname MAIL

if you wish to resume e-mail from the list

For example:

SET TECHNEWS NOMAIL

if you wish to stop e-mail from the TECHNEWS list

SET TECHNEWS MAIL

if you wish to resume e-mail from the TECHNEWS list

WEB-BASED INSTRUCTIONS

Web-based instructions are available for those lists which are periodically archived. If your lists are not archived, please use the e-mail instructions.

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://pete.uri.edu/cgi-bin/wa>.
2. Click **get new LISTSERV password** to register.
3. After you have registered, LISTSERV will send confirmation of your registration to your e-mail address.
4. Go to your **Inbox** to receive the confirmation and then follow the instructions in the e-mail message.

Joining or Leaving Public Lists:

1. Link to <http://pete.uri.edu/cgi-bin/wa>.
2. Click the **Online Mailing List Archives** link.
3. Scroll to browse the available lists.
4. Click the list you would like to join or leave.
5. Click the **Join or Leave the List** (or **Change Settings**) option. You cannot join a private list on your own; only the list owner can add you to a private list.

6. A screen will appear, allowing you to join or leave the list. Click **login with your LISTSERV password**.
7. Enter your e-mail address and your LISTSERV password, and click **login**.
8. Click the appropriate **Join List** or **Leave List** button.

Temporarily Disabling E-mail from a Mailing List:

Send a **NOMAIL** request to the mailing list if you don't want to fill up your mailbox during an extended absence. You will still be subscribed to the list. Send a **MAIL** request when you are ready to receive e-mail from the mailing list again.

To do this:

1. Link to **<http://pete.uri.edu/cgi-bin/wa>**.
2. Click the **Online Mailing List Archives** link.
3. Scroll to browse the available lists.
4. Click the list to which you would like to make the change.
5. Click the **Join or Leave the List** (or **Change Settings**) option.
6. Click **login with your LISTSERV password**.
7. Enter your e-mail address and your LISTSERV password, and click **login**.
8. Check the **Mail delivery disabled temporarily (NOMAIL)** option in the **Miscellaneous** section.
9. Click the **Update option** button.
10. To resume the **MAIL** option, follow the above steps, but in step 8, uncheck the **Mail delivery disabled temporarily (NOMAIL)** option in the **Miscellaneous** section.

Retrieving an Archived List Discussion:

Many mailing lists are periodically archived. If you have deleted messages from a list or have missed messages because the NOMAIL option was set, you may retrieve the information via the archives.

To do so:

1. Link to **<http://pete.uri.edu/cgi-bin/wa>**.
2. Click the **Online Mailing List Archives** link.
3. Click the list of your interest. A list of archives will be displayed in pre-specified increments set up by the list owner.
4. If it is a public list archive, click on the archive of your interest, and read on.
5. If it is a private list archive, you need to be a subscriber to be able to read the information. You will be prompted for your e-mail address and a LISTSERV password. Click **login** and proceed.

Joining Mailing Lists NOT Administered by URI:

If you would like to join one of the many public lists that are not administered by URI, follow the instructions below.

1. Link to **<http://pete.uri.edu/cgi-bin/wa>**.
2. Click **Catalist**, the official catalog of the public LISTSERV® link.
3. Scroll down the page and use the **Search** facility available under the **List Information** topic.
4. Enter your search keyword, and click **Start the Search**. A list of mailing lists matching the search keyword will be displayed.
5. Click on the list you want to join and follow the instructions on the page.
6. Clicking **Take a Look at List Configuration** will show you the list configuration as it was set up by the list owner. Scroll down the page to browse the archives and use other on-line tools to join, leave, or adjust settings.