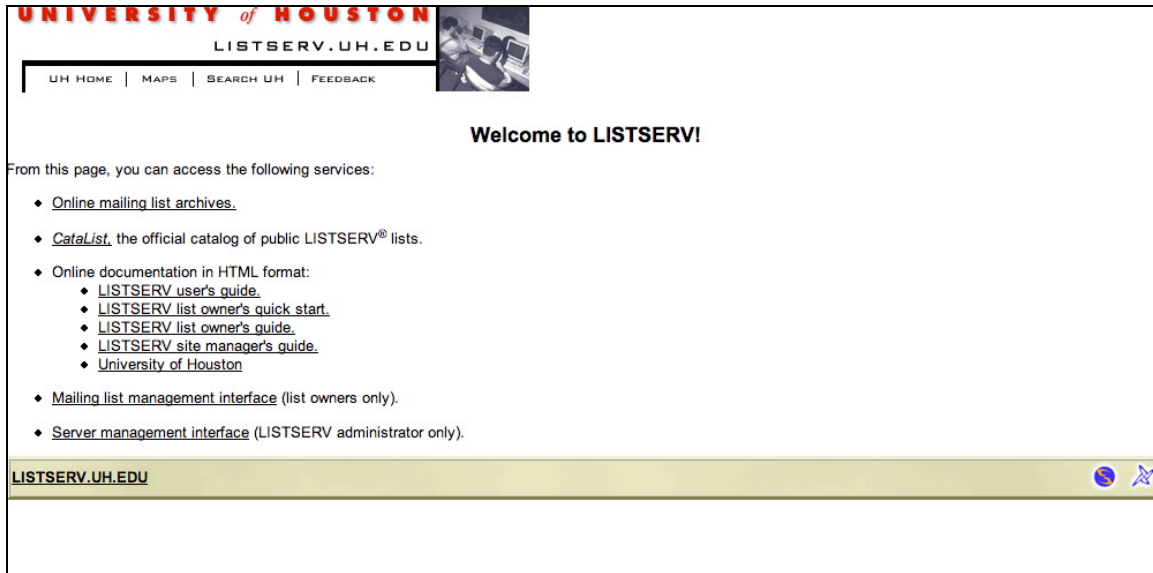## I. Setting Listserv password

Before you can manage the Listserv lists that you own, you will need to set up a Listserv password. This is a one-time procedure, although for security purposes it is a good idea to change your password periodically.

To set your list password via the Web, go to:
http://listserv.uh.edu/cgi-bin/wa

You will see the following screen:

This is the main Listserv Web interface page. From here, click on:

Mailing list management interface (list owners only).

You will see the following screen:

In the paragraph of text just above the login boxes, click on the link that says:

Get a new LISTSERV password first.

The screen should then look like this:

UNIVERSITY of **HOUSTON**
LISTSERV.UH.EDU

UH HOME | MAPS | SEARCH UH | FEEDBACK

Subscriber's Corner Email Lists   Log In

Register LISTSERV Password

Register LISTSERV Password

Please enter your email address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.

Email Address: [   ]

Password: [   ]

Password (Again): [   ] (Verification)
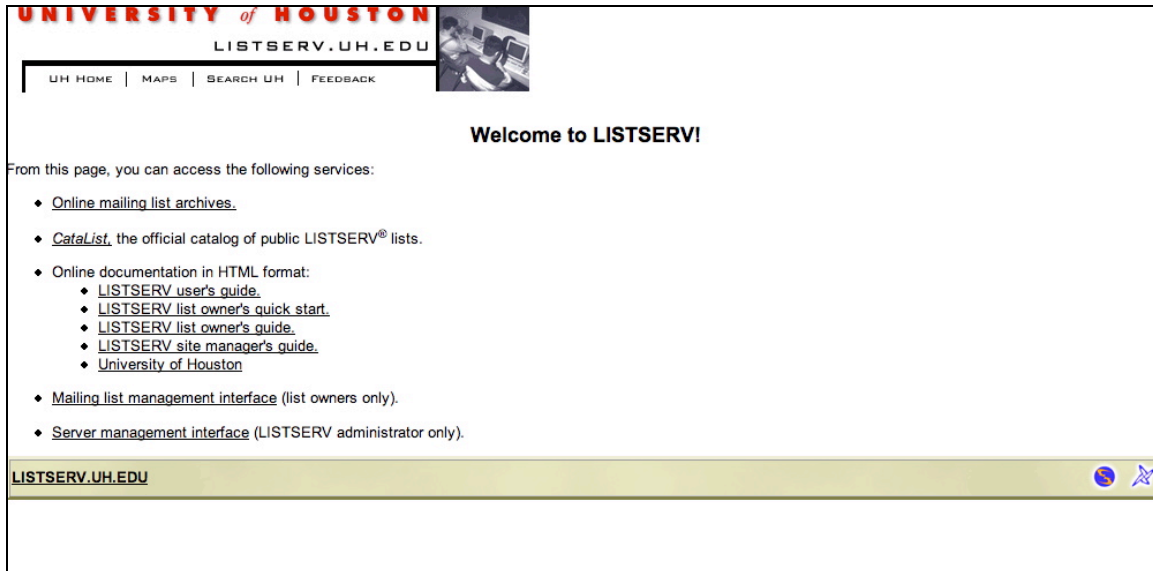
[Register Password]

Enter your e-mail address and the password that you want to use to manage your lists, and then click the **"Register Password"** button. Listserv will send a confirmation e-mail to the address you entered. To complete the password activation process, you must click on the link contained that e-mail message. This will activate your Listserv password.

If you forget your Listserv password, you can use the same procedure described above to reset it.

II. Reviewing the list, and adding and deleting subscribers

After setting your password, you will be able to and add and delete list subscribers.

Again, start from http://listserv.uh.edu/cgi-bin/wa:

Click on the link that says "**Mailing list management interface (list owners only)**". Then, on the next screen, log in by entering your e-mail address and Listserv password. There will be a screen that says "**Password Saved.**" On that screen click the link that says, "**Follow this link**." You will then see the following screen:

As shown on the above screen, under the pull-down menu in the upper, select the **"Subscriber Management"** option. You will see the following screen:

On the above screen, in the pull-down menu labeled **"Select list"**, select the name of the appropriate list, and then click the button labeled "**Update**".

You will see the following screen:

On the above screen, enter the e-mail address (optionally followed by the first and last name) of the person you want to add or delete in the appropriate box. (Use the **"Examine or Delete Subscription"** box to delete a subscriber or the **"Add New Subscriber"** box to add a subscriber.) Then, click the button underneath that box and follow the instructions.

Note that if you are using the "Examine or Delete Subscription" box, you can enter a part of the e-mail address or a part of the person's name, if you do not know the complete e-mail address or name under which the person is subscribed to the list. Listserv will search through the list subscribers and show any matching entries. You will then be able to select the appropriate entry to delete.

You may also get a complete list of the current list subscribers from the above screen, under the "**Review List Members**" section near the bottom.

III. Bulk Operations

The method discussed above is useful for adding or removing individual subscribers. If you need to add multiple subscribers, there is an easier procedure for doing this:

1. Using an editor or word processor, create a text file containing the list of subscribers to be added. Each line of the file should contain an entry for one person, consisting of the person's e-mail address, optionally followed by their first and last name. For example:

JDoe@UH.Edu John Doe
JPublic@UH.Edu Jane Public

2. Save the file. The file must be saved as a "text" file. (If you are using a Macintosh computer, save the file as "Windows text".)

If you have a spreadsheet containing a list of subscribers that you want to add to the list, you may use this same procedure to import the subscribers. First, arrange the spreadsheet columns in the format shown above (email address in the first column, optionally followed by name in following columns). Then, save the file as a "text" or "tab-delimited text" file.

(Continued below.)

3. Once the text file containing the subscribers has been created, go to the **subscriber management** page shown on page 7. (If necessary, begin on page 4 and follow the steps described above to navigate to the subscriber management page.)

4. From the **subscriber management** screen shown below, click on the "**Bulk Operations**" button.

5. Click the **"Browse…"** button, near the bottom of the screen (shown below), to select the file that contains the subscriber list. Then, click the "**Import**" button. Listserv will automatically upload the text file from your local computer and add the subscribers to the mailing list.

IV. Sending messages to the list

Once subscribers have been loaded into the list using the procedures described in this document, you can send e-mail to the list subscribers by composing an e-mail message using your regular e-mail program. Address the message to:

<list-name>@listserv.uh.edu

(Replace <list-name> with the name of your list.)

After you send the message, Listserv will receive it and distribute it to the list subscribers.

V. Finding additional information

The procedures described in this document are described in more detail, along with additional information about managing lists, in the **"LISTSERV list owner's quick start"** available from the main Listserv management page (http://listserv.uh.edu/cgi-bin/wa).

Complete Listserv documentation is available online at:
http://www.lsoft.com/manuals/index.html

If you have additional questions or encounter problems using the UH Listserv system, please contact the IT Support Center by calling 713-743-1411 or by sending electronic mail listserv@uh.edu. You can also request help online at http://www.uh.edu/infotech.