New List Owners Instructions

Listserv Web Page Login

Listserv URL: lists.maine.edu

Login requires the email address that you provided. You will set your password on first login.

Click “Get Password” on the main Listserv page.
Enter your email address and then your preferred password twice.
Click “Register Password.” You will now login using this email address and password.

Click the Login button and enter your information. When you login the first time you will be returned to the main list archives page, but with a different toolbar at the top - with more options.

Managing Subscribers

From the List Management dropdown menu select List Dashboard. The List Dashboard shows all of your lists. The List Dashboard Moderation section alerts you of any messages that are awaiting moderation.
On the next page you will see the lists that you own. Click the “View” link in the subscribers column of the correct list.

<table>
<thead>
<tr>
<th>List Name</th>
<th>Subscribers</th>
<th>Send</th>
<th>Subscription</th>
<th>Log: Subscribe</th>
<th>Log: Signoff</th>
<th>Log: Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS-STEM.Students</td>
<td>362</td>
<td>Editor, Hold, Confirm</td>
<td>Closed</td>
<td>[*]</td>
<td>[*]</td>
<td>[*]</td>
</tr>
<tr>
<td>IC-SUBSHOPS-NEW</td>
<td>8</td>
<td>Private, Confirm</td>
<td>Open</td>
<td>[*]</td>
<td>[*]</td>
<td>[*]</td>
</tr>
<tr>
<td>IC-SUBSHOPS-NEW3</td>
<td>3</td>
<td>By Owner, Confirm</td>
<td></td>
<td>[*]</td>
<td>[*]</td>
<td>[*]</td>
</tr>
</tbody>
</table>

You can add and delete subscribers directly from this page. Once you have subscribers you will see them listed and you can delete from that listing.

To add or delete many subscribers at once use the Bulk Operations process described here: Bulk Processes