Changing your Subscriber Options on a BGSU LISTSERV

Why would you want to change your subscriber options?

Default options common to most lists include:
- the sender will receive a copy of all message sent to the list
- that messages are sent to subscribers as soon as they are posted, etc.

For one or more lists that you are subscribed to, you may want to change those options and other.

Options you may want to change include:
- opting to receive mail from a specific list in digest form rather than as each message is posted to the list. Using digest form, all messages sent to the list on a single day are sent as one message at the end of the day.
- turning mail from some or all lists off while you are away,
- cancelling your copy of messages you post to the list

How do I change my subscriber options?

Do I need an account on the LISTSERV Server to change my subscriber options?

Yes, you will need an account on the LISTSERV if want to change your default subscriber options.

How to I change my subscriber options for a specific list using BGSU’s LISTSERV web interface?

To change your subscriber options for a specific list:

1. Go to [http://lists.bgsu.edu](http://lists.bgsu.edu) and click the Log In link.

2. On the Login screen, enter your BGSU username followed by @bgsu.edu or @bgnet.bgsu.edu. Note: Either version of your BGSU email address can be used interchangeably on LISTSERV. Then enter your LISTSERV server password.

(Note: You must have an account on the LISTSERV to successfully login.)
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3. On the navigation bar at the top of the page, click Subscriber’s Corner.

Be patient! Watch the blue bar at the bottom of your browser window while this page loads. It is checking through all the lists used at BGSU for ones you are subscribed to before it can display the list.

4. Click on the Settings link associated with the list so you can see the settings for that particular list.

5. This is the page where you will be able to change certain settings associated with the list.
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To receive your correspondence from this list in digest form, change the Subscription Type to Digest (traditional). This option may not be set up for all lists. Your list owner will let you know if it is an option you can request.

<table>
<thead>
<tr>
<th>Subscription Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Regular</td>
<td>[NODIGEST]</td>
</tr>
<tr>
<td>☑ Digest (traditional)</td>
<td>[DIGEST]</td>
</tr>
</tbody>
</table>

To stop delivery of messages from this list while you are away, click ‘Mail delivery disabled temporarily’ under Miscellaneous.

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Mail delivery disabled temporarily</td>
<td>[NOMAIL]</td>
</tr>
<tr>
<td>☐ Address concealed from REVIEW listing</td>
<td>[CONCEAL]</td>
</tr>
</tbody>
</table>

To cancel the copy of your own postings to this list, choose either option other than ‘Receive copy of own postings’.

<table>
<thead>
<tr>
<th>Acknowledgements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No acknowledgements</td>
<td>[NOACK NOREP]</td>
</tr>
<tr>
<td>☑ Short message confirming receipt</td>
<td>[ACK NOREP]</td>
</tr>
<tr>
<td>☐ Receive copy of own postings</td>
<td>[NOACK REP]</td>
</tr>
</tbody>
</table>

6. When you have selected your new subscriber options on the settings page, click the Update Options to change them.

You will see a message at the top of the screen indicating if your change was accepted or not.

7. Don’t forget to logout of the LISTSERV web interface when you are done.

**Additional Help**

*Who can I contact if I have questions or comments about the list?*

Contact the list owner with your question or comment at the following address

*listname-request@lists.bgsu.edu*