A List Owner’s Quick Reference Guide to BGSU’s LISTSERV

How do I request a new LISTSERV Electronic Mailing List?
If you are interested in establishing an electronic mailing list fill out the LISTSERV sign-up form.

What are my responsibilities as a list owner?
As the list owner, you should keep the following guidelines in mind:

- Your electronic mailing list is your responsibility. You may have to perform miscellaneous duties for the list such as subscriber maintenance or list configuration changes.
- At least one of your list’s owners must hold a valid Bowling Green State University (BGSU) computer account. You may add list owners from outside the University, but there should always be a list owner affiliated with BGSU.
- Subscribers to the list should contact you when they have questions or problems.
- If you provided an expiration date on the application form, you will be notified approximately two weeks before deletion. Please respond promptly if you would like to continue the list.

How to I maintain my mailing list and make configuration changes?
LISTSERV offers a user-friendly form-driven web interface for performing the tasks of maintaining a mailing list and making configuration changes. For many management tasks, the interface offers several ways of accessing the same function so the procedures described below may not be the only method available.

How do I get an account/password on BGSU’s LISTSERV Server?
If this is the first time you will be the owner of a LISTSERV, you need to request an account/password on BGSU’s LISTSERV Server.

How do I login to BGSU’s LISTSERV web interface?
For all of the processes described below, you will have to be logged into BGSU’s LISTSERV web interface.

To login:
1. Go to http://lists.bgsu.edu
2. On the Login screen, enter your BGSU username followed by @bgsu.edu
   Then enter your LISTSERV server password.
How do I access list management functions?
List management functions are available by clicking on List Management on the toolbar at the top of the page.

How do I see an overview of the mailing lists I own?
You can see an overview of the mailing lists you own on the toolbar under List Management in List Dashboard. You can also access many management functions directly from this location.

How do I add, remove or modify privileges of subscribers?
Subscribers can make subscription requests through the web interface that will generate an email message to the owners. Owners can also handle subscription additions and changes through the web interface.

To add, remove or modify privileges of subscribers by logging into the LISTSERV server
1. Click List Management and select Subscriber Management.
2. Under Select List, choose the mailing list you want to update.

By default, the forms for single subscriber updates are displayed. Use Examine or Delete Subscription form to remove or modify the privileges of a single subscriber. Use the Add New Subscriber to add a member to your mailing list. You also have the option of clicking on the Bulk Operations tab where you can add and remove a group of members with one operation. To add members using the Bulk Operations tab, create an ASCII text file with only one email address and a name (optional) per line. Use Notepad on the PC or TextEdit on the Mac and create a file with a .txt extension.

To reply to an email request to join your mailing list, click the link in the email message.
When a member requests to leave your mailing list, you will get a notification that looks like this:

Thu, 12 Jul 2007 13:36:02
'Treddy Falcon' <Falcon@bgsu.edu> has just signed off the TESTLIST list (ITS Test List).

**How do I send messages to my mailing list?**

Mailing list owners can use either the web interface or send an email message to correspond with subscribers.

To send a message to subscribers by email, send the message to list-name@lists.bgsu.edu.

To send email to subscribers using the web interface: *(list owner must be logged in)*

1. Click Email Lists on the toolbar at the top of the page to display the list of mailing lists on BGSU’s LISTSERV Server. This same list is also displayed when you click any LISTS.BGSU.EDU link.
2. Click the blue link for your mailing list under List Name. List names appear in alphabetical order.
3. When the window for your mailing list is displayed, click ‘Post New Message’ under options.
4. Fill out the form as desired and press the **Send** button.

**How do I add or remove a list owner?**

To add or remove an owner:

1. Click List Management. Under List Configuration and choose List Configuration Tasks.
2. Make sure the right mailing list name is displayed under **Selected List**. If not, change it.
3. Under Owner, modify the contents of the list using the same format used for Freddy Falcon below.

4. Then click the **Submit** button.
5. You will receive a message like this if your changes were successful.

---

**How do I subscribe, unsubscribe or update my subscription options for a mailing list?**

Anyone with an account on BGSU’s LISTSERV Server who is logged in will follow essentially same process as clients without an account except that there is no email sent to the subscriber to confirm the subscription request. The login replaces the need for that confirmation.

To subscribe/unsubscribe or update your options for a mailing list: *(while logged in to the LISTSERV server)*

1. Click Email Lists on the toolbar at the top of the page to display the list of mailing lists on BGSU’s LISTSERV Server. This same list is also displayed when you click any `LISTS.BGSU.EDU` link.
2. Click the blue link for the list you want to join under List Name. List names appear in alphabetical order.
3. When the window for the list you want to join is displayed, click the ‘Join or Leave List Name’ link.
4. Your subscription status for that list and your name and/or email address will already be entered into the form that is displayed. Click any options you want to change in the form. Then click the appropriate button to join, leave or update options.

**How do I change my LISTSERV Server password?**

If you know your current LISTSERV Server password, you can get to the form to change it by clicking the Change Password button on the login screen at [http://lists.bgsu.edu](http://lists.bgsu.edu). Fill out the Change LISTSERV Password form and click the Change Password button again. You will get a message back from the LISTSERV Server to let you know if your password change was successful. *Note:* Your LISTSERV Server password is not kept in synch with your BGSU authentication password.
What should I do if I forget my LISTSERV Server password?

If you don’t remember your LISTSERV Server password:

1. Go to the login screen at [http://lists.bgsu.edu](http://lists.bgsu.edu) and click the blue ‘get a new LISTSERV password’ link.

2. Fill out the Register LISTSERV Password form and click the Register Password button.

3. The LISTSERV Server will send a message to you to verify your password change request. You must reply to this message within 48 hours. If you don’t reply, your password will not be changed.

4. Click the link in the message to confirm your password change request.

5. You will get a message back from the LISTSERV Server to let you know if your password change was successful.

When I look at the documentation, I see information about commands to send to the LISTSERV. Do I need to use these?

No, any function you can do by sending a command to the LISTSERV can be done within the web interface. However, the traditional configuration via email is supported by sending commands to listserv@lists.bgsu.edu.
Additional Help

For additional support documentation and FAQs about LISTSERV, see the LISTSERV Self Help page at http://www.bgsu.edu/its/tsc/self-help/page12650.html

The LISTSERV 15.0 Online Help (HTML) provided by LSOFT at http://www.lsoft.com/manuals/15.0/html%20help/wwhelp/wwhimpl/js/html/wwhelp.htm contains a clickable List Owners – Beginners manual so you can select just the content you need to learn or review.

rev. 1/9/2009