BGSU

BOWLING GREEN STATE UNIVERSITY

Information Technology Services

A Subscriber's Quick Reference Guide to BGSU's LISTSERV

What is a LISTSERV?

LISTSERV is email list management software marketed by L-Soft International. This system allows clients to set up mailing lists for discussion forums or 1-way announcements where one person can contact many others with one email message. Group members can be added to a mailing list just like they can be added as subscribers to a magazine. Then, when a message is sent to a mailing list, it is automatically sent to all the list subscribers.

Getting Started with the LISTSERV

Do I need an account on the LISTSERV Server to subscribe to a mailing list at BGSU?

You do not need an account on the LISTSERV Server if you only want to subscribe to a list and/or send messages to a list. Note that some lists are configured to limit who can subscribe members to the list and/or who can send messages to the list.

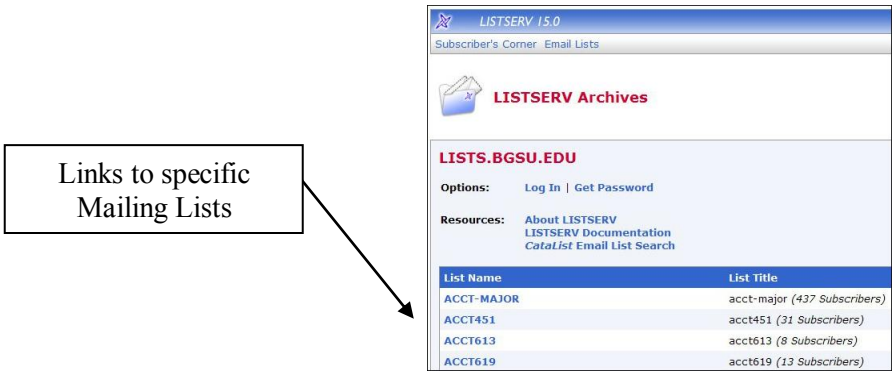
You will need an account on the LISTSERV if want to change your default subscriber options. Default options common to most lists include: the sender will receive a copy of any message sent to the list, that messages are sent to subscribers as soon as they are posted, etc. Options you may want to change include turning mail from lists off while you are away, cancelling your copy of messages you send to the list, 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.

How do I subscribe to or leave a mailing list at BGSU?

If your instructor or group leader tells you to subscribe to a list, you should use the procedure below. Use the same procedure when you want to be removed from a list but this time click on the Leave *List Name* button. Only choose the Leave All Lists button when you are leaving the campus.

To subscribe to a mailing list: (*without an account on the LISTSERV server*)

1. Point your browser to http://lists.bgsu.edu. You do not need to login.



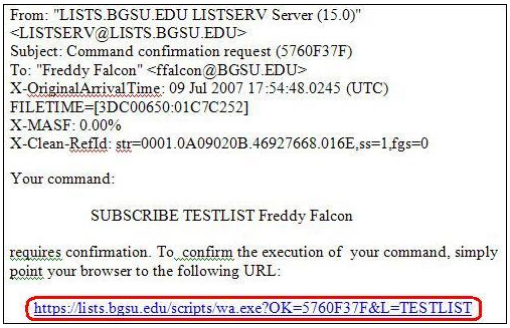
2. Click on the blue link for the list you want to join under List Name. List names appear in alphabetical order.

3. When the window for the list you want to join is displayed, click on the 'Join or Leave *List Name*' link.

4. Enter your name and email address into the form that is displayed and click on the Join *List Name* button.

5. The LISTSERV server will respond with a message indicating that an email confirmation request has been sent to the email address you provided in the request form.

6. You will receive a message from BGSU's LISTSERV Server that looks similar to the one below. The easiest way to confirm your account/password registration is to click on the link in the body of this message. If you can't do that for some reason, other options are described in the message. <u>You must complete the confirmation process within 48 hours of your subscription request</u> or your request is automatically cancelled and you will have to start this process over again.



7. You will then receive a reply from BGSU's LISTSERV Server with the status of your request. The status will vary depending on the configuration of the list. If the list is configured as a public list, you will be added as a member. If the list is configured for subscriptions by owners only, a message will be sent to the owners requesting that your subscription be approved.

How do I send messages to the mailing list?

Type the mailing list's address in the To: section of your e-mail message and type the subject on the subject line. The mailing list's address is written as follows:

***listname*@lists.bgsu.edu**

Replace ***listname*** with the name of the mailing list. Then, compose your message in the body of your e-mail message and send it.

How do I receive messages from the mailing list?

The LISTS.BGSU.EDU LISTSERV Server will send a copy of every message sent to the mailing list to your e-mail address; all you need to do is check your e-mail account.

How do I unsubscribe from the mailing list?

Follow the same procedure you used to subscribe to the list but this time click on the Leave *List Name* button.

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**

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

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