



UNIVERSITY of
ROCHESTER

University of Rochester LISTSERV

Subscriber's Guide:
Instructions for Self Service

University of Rochester LISTSERV

Access via: <https://lists.rochester.edu>

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About this guide

This guide is intended for new list subscribers with little or no experience using LISTSERV. The goal of this document is to give a broad overview of the main functions of LISTSERV and some basic instructions for managing your list subscription(s) and mailings.

Support

For additional assistance using the University of Rochester LISTSERV or to provide suggestions for the University of Rochester LISTSERV or this guide, contact:

University IT
585-275-2000
UnivITHelp@rochester.edu
www.rochester.edu/it/needhelp

Introduction to LISTSERV

The University of Rochester LISTSERV is a tool used to create and manage email distribution lists. Distribution lists allow users to disseminate an email message simultaneously to a group of people in a fast and convenient manner.

Distribution list roles

- List owner – the person(s) formally in charge of the operation of a specific list. List owners:
 - Set and change the configuration of the list
 - Add, delete, and modify subscriptions to the list
 - Assist subscribers and potential subscribers
- List moderator – receives incoming messages sent to a moderated list and determines whether they should be distributed to the list. List moderators:
 - Approve messages to be posted to the list
 - Stop inappropriate messages from being sent to the list
 - May edit the content of messages before sending them to the list
- List subscriber – are members of a distribution list. Subscribers:
 - Can leave a list
 - Can set the way they receive list postings or change the name or email address associated with their subscription, within the configuration limits set by the list owner
 - May be permitted to search and view the archives
 - May be permitted to send messages to the list, depending on the type of list
- Non-subscribers – everyone not subscribed to a list. Non-subscribers:
 - Can make a request via LISTSERV to be subscribed to a particular list
 - Depending on the list configuration, they may or may not be allowed to send messages to a list or read its archives

Types of distribution lists

- One-Way Announcement Lists – The owners of the list are the only individuals who are permitted to send messages to the list. This type of list is primarily used for announcements, newsletters, or notifications.
- Two-Way Discussion Lists – All members of the list are permitted to send messages to the list. This type of list is primarily used for subject-related or common interest discussions groups.
- Moderated Lists – The owners and moderators of the list review the messages sent to the list. Owners and editors may choose to approve, edit, or deny the messages disseminated to subscribers.
- Hosted – List membership is managed automatically through Maestro – members meeting specific criteria are automatically added or removed from the list. Subscribers may not be able to remove themselves from this type of distribution list, depending on the configuration of the list.
- LISTSERV List – List membership is managed manually by the list owners, moderators, and possibly subscribers, depending on the configuration of the list.

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Subscription guidelines

- Public or Open – These lists allow anyone to join or leave, ask questions, see who is on the list, and review the list archives.
- Private or Closed – Access to these lists is limited by the list owner(s). Individuals wishing to subscribe must be approved by the list owner prior to subscribing to the list. The list archives and membership are only available to approved subscribers (and in some cases, only a subset therein).

Getting Started

As a list subscriber, you will access LISTSERV via a web interface, located at <https://lists.rochester.edu>. From the interface, you can join distribution lists, send messages to distribution lists, manage your subscription settings, and leave distribution lists.

To begin, start your web browser and go to <https://lists.rochester.edu>. This will take you to the LISTERV home page. The LISTSERV home page contains:

- A catalog of list archives sorted alphabetically by list name
- Search features for finding specific lists (including lists hidden from public display) and reviewing list archives
- Options to log in, create a password, and reset your password
- Resource information about LISTSERV and links to various user documentation

LISTSERV Archives

LISTS.ROCHESTER.EDU

This LISTSERV server is located at LISTS.ROCHESTER.EDU. Below you will find all lists that have been configured for public archiving. To access a specific list, simply click on the name of the list in the table. To find confidential or unlisted lists, type in the list name in the search box to the right. For lists that have been configured with an HTML description, you can get more information about the list by hovering the mouse over the list name.

[1~AT][AU~CC][CE~EM][EN~H][I~NB][NC~P-][PA~SM][SO~UR_] [UR_] [Next]

List Name	List Title
18-21_YEAR_NETWORK	Monroe County 18-21 Year Program Resource Network (32 Subscribers)
1ON1	One on One (38 Subscribers)
2013COUNCIL	communication between 2013 class council officers (9 Subscribers)
2014COUNCIL	2014 class council communication (9 Subscribers)
AAATEST	aaatest (0 Subscribers)
ACD_USERS	Announcement List for ACD Users (68 Subscribers)
ADVOCATES	Chapter Advocates for Fraternity and Sororities (26 Subscribers)
AGAPE	Communication with everyone interested in the Agape Christian Fellowship [ACF] (352 Subscribers)
ALLFACULTY	economics faculty (32 Subscribers)
ALUMNI-NATIONAL-COUNCIL	Alumni National Council (16 Subscribers)
ALUMNIADVISORS	Chapter Alumni Advisors of Fraternities and Sororities (42 Subscribers)
AMIRA-LOCAL	Local discussion of Amira, an imaging software solution (22 Subscribers)
AMIRA-USERS	Discussion of Amira, an imaging software solution (28 Subscribers)

Access Unlisted Lists

Options

Log In

Get Password

Search Archives

Resources

About LISTSERV

LISTSERV Documentation

LISTSERV Home Page

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Registration

To begin the registration process, click **[Log In]** on the right side of the LISTSERV home page.

Access Unlisted Lists

Options

- [Log In](#)
- [Get Password](#)

[Search Archives](#)

Resources

- [About LISTSERV](#)
- [LISTSERV Documentation](#)

Log In

Select **[get a new LISTSERV password]**.

Login Required

Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

Email Address:

Password:

Login Screen

Enter your email address and your desired password (case sensitive) and click the **[Register Password]** button to register your login credentials.

Note: The email address you enter will serve as both your username *and* the address that LISTSERV lists will deliver list messages to.

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 Screen

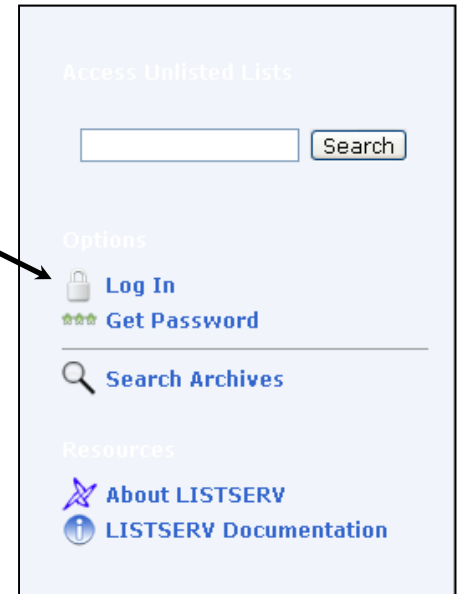
Subscriber's Guide: Instructions for Self Service

Confirmation will display in your web browser with instructions for completing your registration via the confirmation message sent to your registered email address. The confirmation message contains information about your registration as well as instructions for confirming your registration. **Your account will not become active until you complete the confirmation instructions contained in the confirmation message.** Upon completion of the registration instructions, a confirmation message will display in your web browser.

Once you have completed the registration process, you are ready to log in to LISTSERV.

Logging in

To begin managing your list subscriptions or sending messages to lists, click **[Log In]** on the right side of the LISTSERV home page.



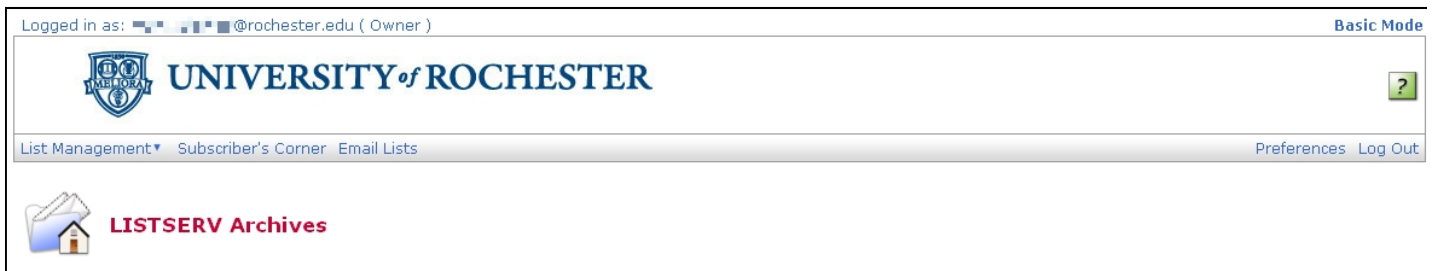
Log In

A screenshot of the LISTSERV login screen. It features a "Login Required" header, instructions for logging in, and input fields for "Email Address" and "Password". There are "Log In" and "Change Password" buttons at the bottom.

Login Screen

If you have already created a LISTSERV account, enter your email address and password and click the **[Log In]** button.

After successfully logging in, you will be returned to the LISTSERV home page and your logged in status will be displayed at the top of the page.



Home Page Header (Logged In)

Subscription Management

Subscribing to a list

Once you are logged in to the University of Rochester LISTSERV site, you may submit a subscription request to join a list. Begin by locating the list you would like to subscribe to on the home page. Lists are sorted alphabetically by title into groups to simplify locating the desired list.

List Name	List Title
18-21_YEAR_NETWORK	Monroe County 18-21 Year Program Resource Network (32 Subscribers)
1ON1	One on One (38 Subscribers)
2013COUNCIL	communication between 2013 class council officers (9 Subscribers)
2014COUNCIL	2014 class council communication (9 Subscribers)
AAATEST	aaatest (0 Subscribers)
ACD_USERS	Announcement List for ACD Users (68 Subscribers)
ADVOCATES	Chapter Advocates for Fraternities and Sororities (26 Subscribers)
AGAPE	Communication with everyone interested in the Agape Christian Fellowship [ACF] (352 Subscribers)
ALLFACULTY	economics faculty (32 Subscribers)
ALUMNI-NATIONAL-COUNCIL	Alumni National Council (16 Subscribers)
ALUMNIADVISORS	Chapter Alumni Advisors of Fraternities and Sororities (42 Subscribers)
AMIRA-LOCAL	Local discussion of Amira, an imaging software solution (22 Subscribers)
AMIRA-USERS	Discussion of Amira, an imaging software solution (28 Subscribers)

LISTSERV Home Page

Once you have located the list you would like to join, click on the **[list title]** to be taken to the list home page view.

UNIV-IT-TEST-042711	Univ-IT-test-042711 (2 Subscribers)
UNIVIT-PINK-DESIGNER	Richard Pink's Designer List (6 Subscribers)
UNIVIT-PINK-PM	Richard Pink's Project Manager List (5 Subscribers)
UPWARDBOUND	Upwardbound (McNair Program) (8 Subscribers)
UR-COEUS	Announcements & discussions regarding ORPA's Cogn

List selection

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The list home page provides the title of the list, the email address for the list, subscription management options, and message posting capabilities.

UNIV-IT-TEST-042711 Home Page

UNIV-IT-TEST-042711@LISTS.ROCHESTER.EDU

UNIV-IT-TEST-042711

Univ-IT-test-042711

Archived messages are currently not available. Either the archives do not exist or you are not authorized to browse them with the email address you used to log in.

LISTSERV Archives

Options

- Log Out
- Change Password
- Subscribe or Unsubscribe
- Post New Message
- Newsletter Templates
- Preferences

List Home Page

LISTSERV Archives

Options

- Log Out
- Change Password
- Subscribe or Unsubscribe**
- Post New Message
- Newsletter Templates
- Preferences

Subscribe

To submit a subscription request for the list, click [**Subscribe or Unsubscribe**] on the left side of the list home page.

You will be directed to the subscription details for the list.

Subscribe or Unsubscribe to the UNIV-IT-TEST-042711 List

UNIV-IT-TEST-042711@LISTS.ROCHESTER.EDU

You are currently **not subscribed** to the UNIV-IT-TEST-042711 list under your [redacted]@rochester.edu address.

To join the list, fill in your name and click on the "**Subscribe (UNIV-IT-TEST-042711)**" button.

Name: [redacted]

Subscription Type

- Regular [NODIGEST]
- Digest (traditional) [NOMIME DIGEST]

LISTSERV Archives

UNIV-IT-TEST-042711 Home

Subscription Details

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Verify that your name is displayed properly.

Select the radio button for your preferred subscription type (see note below).

Select **[Subscribe]** to submit your subscription request.

UNIV-IT-TEST-042711@LISTS.ROCHESTER.EDU

You are currently **not subscribed** to the UNIV-IT-TEST-042711 list under your [redacted]@rochester.edu address.

To join the list, fill in your name and click on the "Subscribe (UNIV-IT-TEST-042711)" button.

Name:

Subscription Type

Regular [NODIGEST]

Digest (traditional) [NOMIME DIGEST]

Subscription Details

Note: The two most common subscription types are available for selection from the default view of the subscription details page:

- Regular** – You receive each individual message as they are sent to the list. With this subscription type you may receive mail throughout the day. Each posting will arrive as an individual message in your mailbox. For small or less active lists, this type of subscription works well. Large, busy lists can send many messages throughout the day and it may become distracting or fill up your mailbox.
- Digest** – You receive a single message containing many individual posts bundled together into one, at regular intervals, usually once a day. Some very active lists will produce several digests a day. Receiving the digested version of a large active list will limit the number of messages you receive during the day.

Once your subscription request has been submitted:

- If the list is a Public or Open list – You will receive an email with instructions for completing your subscription to the list. Upon completing the confirmation instructions, you will be directed to a confirmation page on the [LISTSERV website](#). You will also receive a confirmation email including details about the list.
- If the list is a Private or Closed list – You will receive an email informing you that your subscription request was sent to the list owner for approval. If the list owner confirms your request, you will receive an email informing you that you have been subscribed to your list as well as details about the list.

You have successfully subscribed to the list. You will now receive messages sent to the list.

Shortcut: If you know the name of the [LISTSERV list](#) you wish to subscribe to, you may send an email to listserv@lists.rochester.edu with the following command in the body of the message to request subscription to the list:

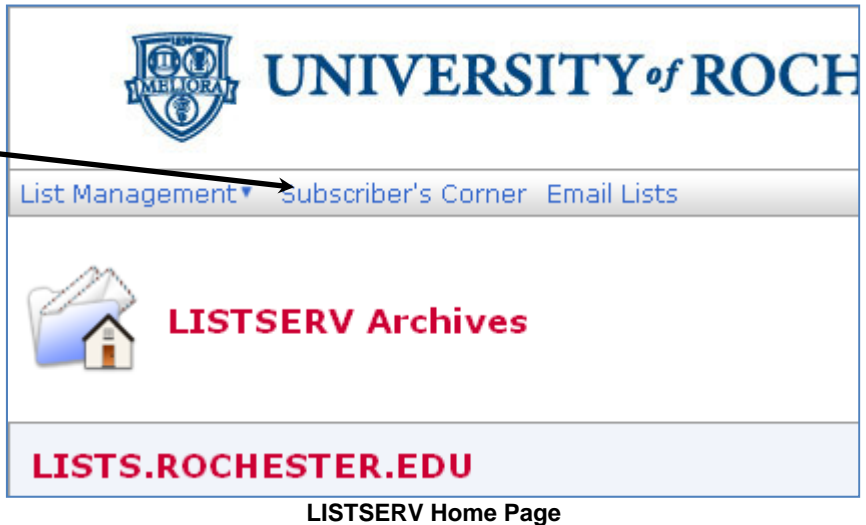
```
Subscribe <List Name> <Your Name>
```

Subscriber's Guide: Instructions for Self Service

Reviewing your subscriptions

While logged in to the University of Rochester LISTSERV site, you may use the Subscriber's Corner to review the lists you are currently subscribed to as well as settings and permissions for your list subscriptions.

Select [**Subscriber's Corner**] from the menu bar on the LISTSERV Home Page.



The lists you are subscribed to are displayed in the [**My Lists**] tab.

LISTSERV Home Page

s

Your settings and permissions for each list may be review In the [**My Settings**] tab.

Subscriber's Corner

Report Format
Report Format: On Screen

Search Options
Show Lists:
Show for Subscriber:
Show All Lists: Show Subscribed Lists Only Search

My Lists My Settings

Subscribed to 9 Lists as [redacted]@rochester.edu

Check All | Uncheck All

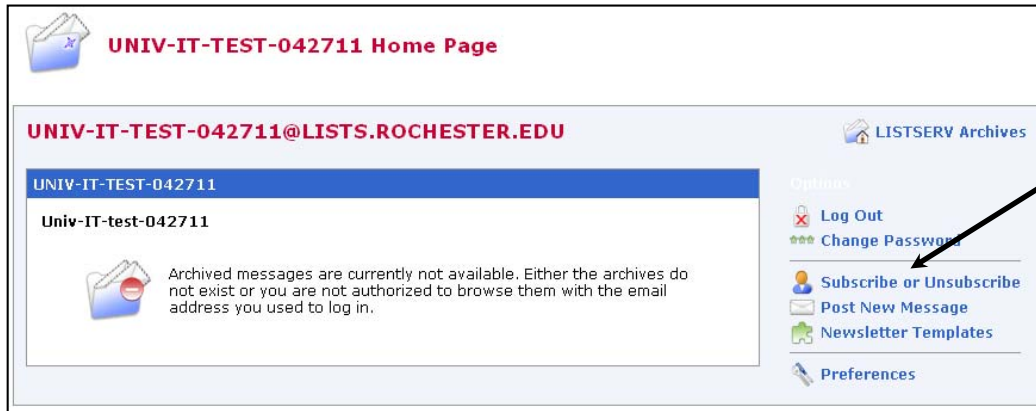
List Names	List Descriptions
<input type="checkbox"/> HRMAILING [Settings] [Post] HR MAILING	
<input type="checkbox"/> IDM-UNIVIT [Settings] [Post] mailing list for University IT IDM rollout	
<input type="checkbox"/> LISTSERV-OWNERS [Settings] [Post] Announcement list to all ListServ Owners	
<input type="checkbox"/> MAINTENANCE_NOTICE [Settings] [Post] Maintenance Notice	
<input type="checkbox"/> RC_PARKING_SURVEY [Settings] [Post] RIVER_CAMPUS_PARKING_SURVEY	
<input type="checkbox"/> REWEB-IPA [Settings] [Post] Re-Web Upgrade Testers	A list for WWW application upgrade testers.
<input type="checkbox"/> SEV3ISD [Settings] [Post] Sev 3 ISD	
<input type="checkbox"/> TDC [Settings] [Post] Telephone Department Coordinators	
<input type="checkbox"/> UNIVIT-PINK-PM [Settings] [Post] Richard Pink's Project Manager List	This is a test list which will include project managers for University IT NC - a few other addresses will be included as well

Subscriber's Corner

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Unsubscribing from a list

To unsubscribe from a list, begin by accessing the list's homepage by locating the list on the LISTSERV Home Page or selecting it from your lists in the Subscriber's Corner.



To submit a request to unsubscribe from the list, click **[Subscribe or Unsubscribe]** on the left side of the list home page.

List Home Page

If you are currently subscribed to the list, LISTSERV will display your current subscription settings, including name, email, and subscription type. You may elect to modify these settings from this screen without unsubscribing to the list.

After modifying your subscription settings, select **[Update Options]** to confirm your changes.

Update Options

To unsubscribe from the list select the **[Unsubscribe (List Name)]** button at the bottom of the page.

Unsubscribe

The screenshot shows the 'UNIV-IT-TEST-042711@LISTS.ROCHESTER.EDU' subscription settings page. It starts with the email address and a message: 'You are currently **subscribed** to the UNIV-IT-TEST-042711 list. From this screen, you can update your subscription options or unsubscribe.' There are input fields for 'Name' and 'Email Address', and a 'Subscribed Since' date of '15 Jul 2011'. Below are several sections with radio button options: 'Subscription Type' (Regular, Digest (traditional), Digest (MIME format), Digest (HTML format), Index (traditional), Index (HTML format)), 'Mail Header Style' (Normal LISTSERV-style header, LISTSERV-style with list name in subject, 'Dual', sendmail-style, Normal LISTSERV-style RFC 822 Compliant), 'Acknowledgements' (No acknowledgements, Short message confirming receipt, Receive copy of own postings), and 'Miscellaneous' (Mail delivery disabled temporarily, Address concealed from REVIEW listing). At the bottom, there are two buttons: 'Update Options' and 'Unsubscribe (UNIV-IT-TEST-042711)'.

Update or Unsubscribe

Subscriber's Guide: Instructions for Self Service

After selecting [**Unsubscribe**], you will receive confirmation that you have been removed from the list.

You have successfully unsubscribed from the list. You will no longer receive messages sent to the list.

Shortcut: If you know the name of the LISTSERV list you wish to unsubscribe from, you may send an email to listserv@lists.rochester.edu with the following command in the body of the message to request removal from the list:

```
Unsubscribe <List Name>
```

Note: While you are able to unsubscribe from a list using the LISTSERV application, some Hosted LISTSERV Lists automatically add members who fit specific criteria (for example, all students or all employees). In this case, you will be re-subscribed to the list as long as you meet the specified criteria. Contact the University IT Helpdesk for assistance with this issue.

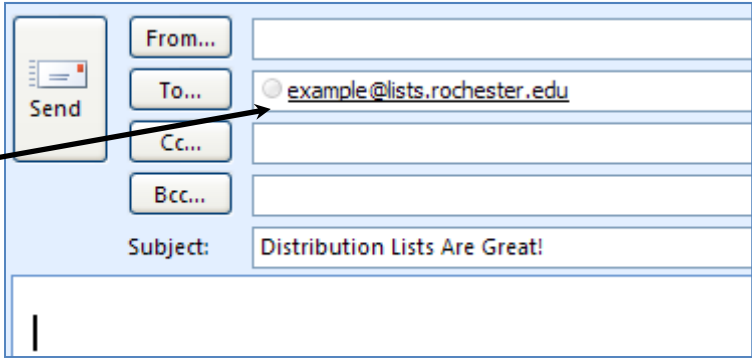
Sending to a list

After you are subscribed to a list, you may wish to participate in the list discussions or distribute information to the list members. Assuming you have permissions to send to the list, sending a message to a distribution list is as simple as sending an email from your email client. **Note:** You may review your sending permissions for the lists you are subscribed to in the My Settings portion of the Subscribers Corner

Compose a message using your email program.

Address the email to the email address for the list you wish to distribute the message to.

You can find the email address for a list on the list's List Home Page.



Composing an Email Message to a List

Once the message is sent, you will receive an email message confirming the message was delivered to the list.

- If the list is a one-way announcement list and you do not have permissions to send to the list, you will receive an email message stating that you do not have sufficient permission to send to the list.
- If the list is a moderated list, you will receive an email message stating that your message has been submitted to the list moderator(s) for review and approval. Once the moderator approves your message, it will be distributed to the list.

Quick Reference

Email commands for LISTSERV

Once you have established your username and password with the University of Rochester LISTSERV, the following commands can be executed by sending an email message to listserv@lists.rochester.edu with the command in the body of the message:

- Subscribe to a list -
Subscribe <List Name> <Your Name>
- Unsubscribe from a list -
Unsubscribe <List Name>
- Change the email address you receive list messages to -
Change <List Name> <New Email Address>
- Change/Reset your LISTSERV password*
PW REP <New Password>
*This command will generate an email requiring your confirmation to complete
*Passwords are case-sensitive
- Request a complete list of LISTSERV commands -
Info Refcard
- Distribution list email address -
<listname>@lists.rochester.edu
- To send a message to the owner of a list -
<listname>-request@lists.rochester.edu

Additional Resources

For additional assistance using the University of Rochester LISTSERV, contact the University IT Help Desk:
Phone: 585-275-2000
Email: UnivITHelp@rochester.edu
Web: www.rochester.edu/it/needhelp

List Owner's Guide: Instructions for Self Service:
<http://www.rochester.edu/it/email/assets/documents/ListOwnerGuide.pdf>

University of Rochester LISTSERV Home Page: <https://lists.rochester.edu>

University IT Mailing Lists: <http://www.rochester.edu/it/email/emaillists.html>

LISTSERV vendor documentation: <http://www.lsoft.com/resources/manuals.asp>