

Listserv Basics

Section 1: Sign-up and login

1. Go to <http://listserv.usf.edu>
2. Click "Log In" on the right under Options

The screenshot shows the top of the Listserv Archives page. At the top left is the USF logo and "UNIVERSITY OF SOUTH FLORIDA". Below it is a navigation bar with "Subscriber's Corner" and "Email Lists". On the right is a "Log In" link. Below the navigation bar is a "LISTSERV Archives" header with a folder icon. The main content area is titled "LISTSERV.USF.EDU" and contains a table of lists. To the right of the table are two boxes: "Access Unlisted Lists" with a search input and "Options" with "Log In", "Get Password", and "Search Archives" links.

List Name	List Title
2013MFA-SHOW	2014 MFA Show (24 Subscribers)
AA-COPH-ALUMNI	COPH Graduates (4070 Subscribers)
AAC-AKIN	AAC Constituents for Christopher Akin (47 Subscribers)
AAC-GROUP1	AAC Election Group 1 (314 Subscribers)
AAC-GROUP2	AAC Election Group 2 (338 Subscribers)
AAC-GROUP3	AAC Election Group 3 (236 Subscribers)
AAC-GROUP4	AAC Election Group 4 (864 Subscribers)

3. Click the "get a new LISTSERV password" link

Login Required

The screenshot shows a "Login Required" dialog box. It has a blue header with the text "Login Required". Below the header is a paragraph of text: "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." Below the text are two input fields: "Email Address:" and "Password:". At the bottom of the dialog are two buttons: "Log In" and "Change Password".

4. Enter your USF email address, a password, and click "Register Password" (password is separate from your NetID or HSCNet Login)

Register LISTSERV Password



The screenshot shows a web form titled "Register LISTSERV Password". The form has a blue header bar with the title. Below the header, there is a paragraph of instructions: "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." Below the instructions are three input fields: "Email Address:", "Password:", and "Password (Again):". The "Password (Again):" field has the word "(Verification)" to its right. Below the input fields is a button labeled "Register Password".

5. You will receive an email confirming you have attempted to register your password. Follow the instructions in the email to complete the password registration, then you will be able to login to Listserv.

Section 2: Adding and Removing Subscribers (i.e. list members)

Email Method

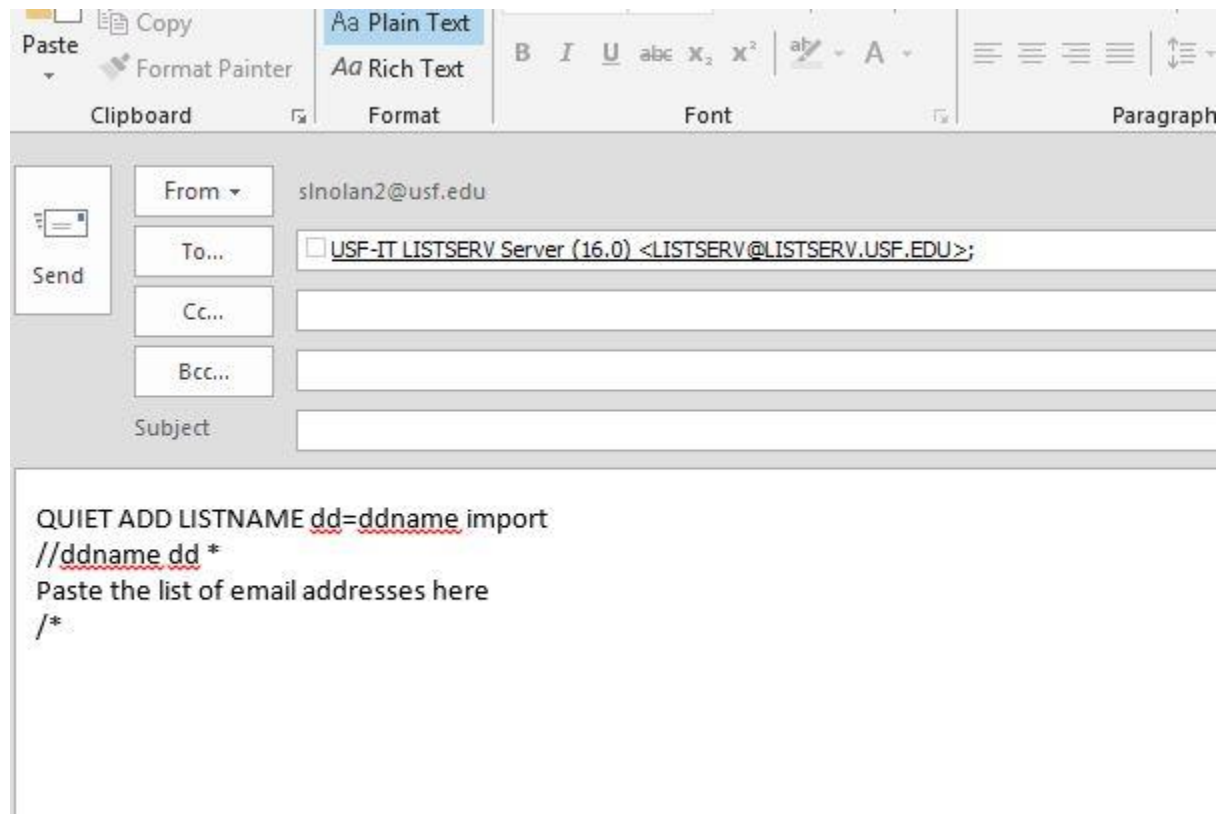
1. Start a new blank email in Outlook
2. Click the "Format Text" tab and then select "Plain Text"
3. In the "To..." field type: listserv@listserv.usf.edu
4. In the body of the email paste the following...

To Add Subscribers:

```
QUIET ADD LISTNAME dd=ddname import
//ddname dd *
Paste the list of email addresses here
/*
```

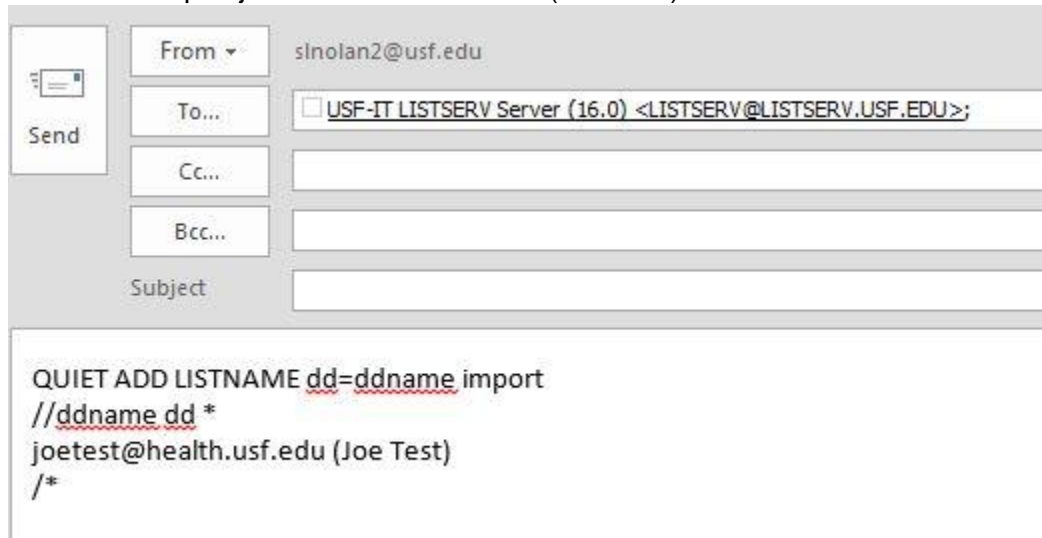
To Delete Subscribers:

```
QUIET DELETE LISTNAME dd=ddname import
//ddname dd *
Paste the list of email addresses here
/*
```



5. Delete "Paste the list of email addresses here" and put each subscriber's email address (name optional) on its own line between "//ddname dd *" and "/*".

Format Example: joetest@health.usf.edu (Joe Test)



Send

From ▾ snolan2@usf.edu

To... USF-IT LISTSERV Server (16.0) <LISTSERV@LISTSERV.USF.EDU>;

Cc...

Bcc...

Subject

QUIET ADD LISTNAME dd=ddname import
//ddname dd *
joetest@health.usf.edu (Joe Test)
/*

6. Send the email without a subject line
7. In a few minutes you should get a confirmation email in reply

Web Interface Method

1. Go to <http://listserv.usf.edu>
2. Click "Log In" on the right-side
3. Enter your USF Email address and Listserv password (if you need to create a Listserv password, click "get a new LISTSERV password" and follow the instructions)
4. Once logged in click on "List Management" from the top banner and select "List Dashboard"
5. In "Show Lists" field enter your list's name and click Search



List Management Dashboard



Select List:

Select List ▾

[2-ARCO][ARCU-B][CA-COMM][COMM-D][E-FC2][FCA-FSL][FSP-HABE][HABM-IMSE][IMSE-

Search Options

? Show Lists:

? Show Lists Owned By: (Self Only) Search

6. Your list will display below the search area
7. Click on "View" under Subscribers column

8a. Individual Subscriber

You can add individual subscribers using the Subscriber Reports page - this is the page you should be on if following the steps above. Enter an email address next to the Add Subscriber field and click the "Add Subscriber" button.

Search Options

Search for Subscribers:

Subscriber Management

Add Subscriber:
nancy@xyz.com (Nancy Travis)

You can also add subscribers by going to List Management > Subscriber Management from the top banner.

Single Subscriber Bulk Operations

STACY-TEST

Examine or Delete Subscription

Name or Address:
henry@somewhere.com
Henry Brown
s*lvia

Add New Subscriber

Email Address and Name:
henry@somewhere.com Henry Brown
Henry Brown <henry@somewhere.com>

Send Email Notification
 Do Not Notify the User

8b. Bulk Operations

Click on List Management > Subscriber Management from the top banner. Make sure it says your list in the "Subscriber Management (LISTNAME)" at the top. Click on the Bulk

Operations tab for the available options and read each carefully before selecting.

Single Subscriber Bulk Operations

STACY-TEST

Caution: Some of the functions offered through this page will remove all subscribers from STACY-TEST. Double-check your selection before submitting.

Function:

- Add the imported addresses to STACY-TEST; do not remove any subscribers.
- Remove all subscribers from STACY-TEST, and add the imported addresses (to remove all subscribers, select this option and omit the input file).
- Remove the imported addresses from STACY-TEST; do not add any subscribers.
- Remove the imported addresses from all lists.

Input File: Choose File No file chosen Import

Formatting your Subscribers List for Bulk upload:

1. On a Windows computer, open 'Notepad'. (Open the Start menu and type 'Notepad')
On a Mac, open 'TextEdit' (Open Finder and go to Applications)
2. In the document, enter each subscriber line by line (one subscriber per line). A name is optional, but email address is required. Example:
[johndoe@health.usf.edu](mailto: johndoe@health.usf.edu) John Doe
[email1@health.usf.edu](mailto: email1@health.usf.edu) Firstname1 Lastname1
[email2@health.usf.edu](mailto: email2@health.usf.edu)
3. Save the document as a Text (.txt) document.
4. Go to the 'Bulk Operations' tab mentioned in step 8b above and click the 'Choose File' button.
5. Navigate to where you saved your Text (.txt) document, select it, and click 'Open'.
6. Click the 'Import' button on the Bulk Operations tab.
7. If adding subscribers was successful, a status message will display at the top of the page similar to this:
[ADD: no error, 10 recipients added, no entry changed, no duplicates, none forwarded.](#)
8. If there's an error, the status message will display it:
[Invalid address: example@](#)
[ADD: one error, no recipient added, no entry changed, no duplicate, none forwarded.](#)

* If you receive an error you do not understand, please take a screenshot and send it, along with a brief step-by-step description of what you were trying to accomplish to either [help@usf.edu](mailto: help@usf.edu) for main campus support or [support@health.usf.edu](mailto: support@health.usf.edu) for Health support.