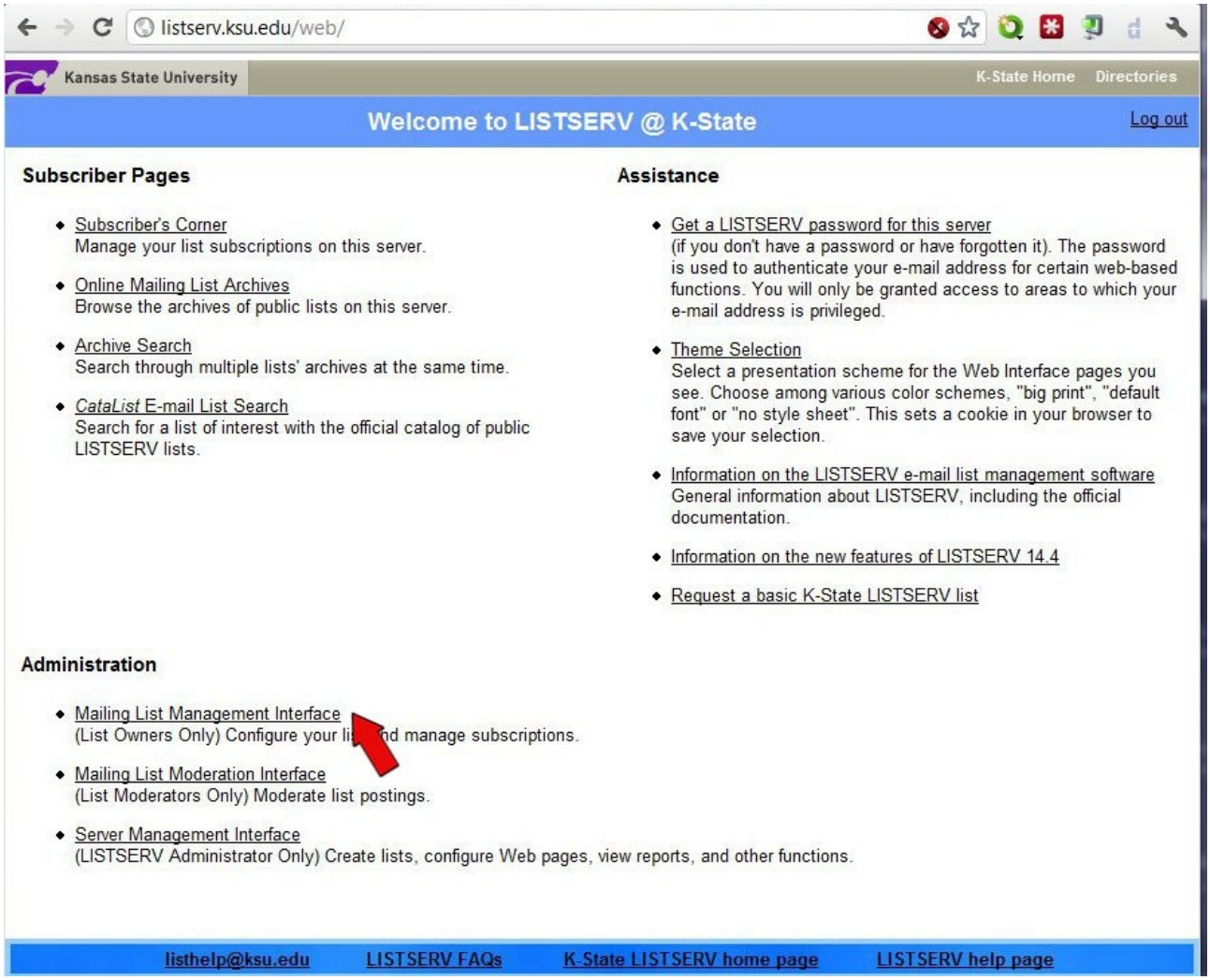
Managing lists on Listserv.ksu.edu list server

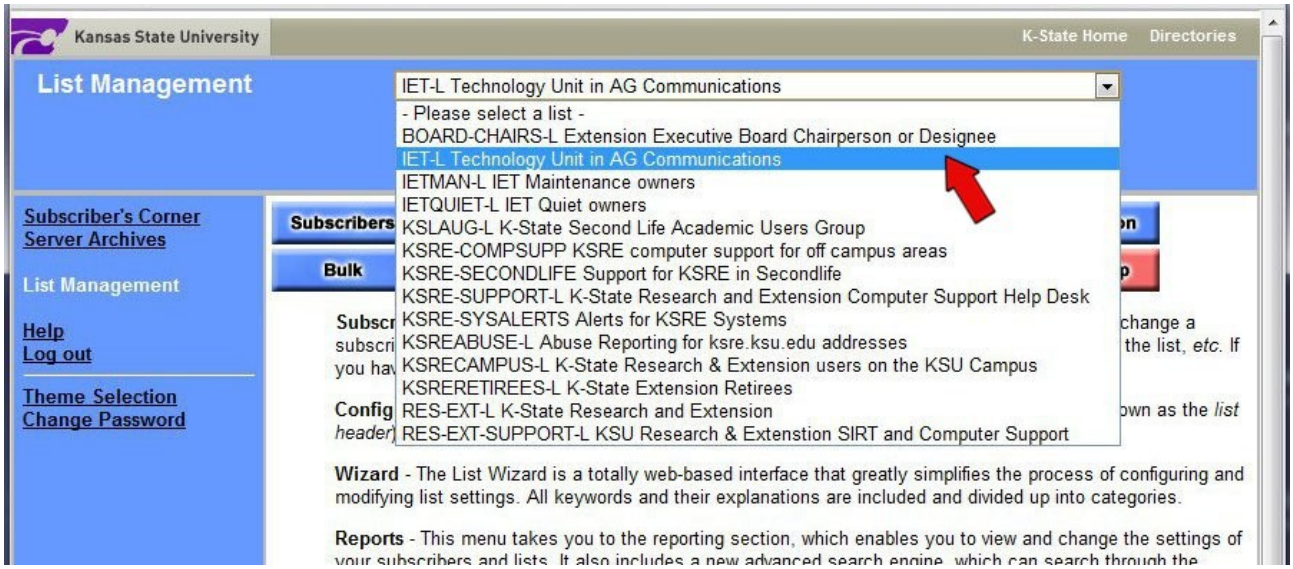
Now that you have your list created with addresses imported into it, you will need to add or remove addresses from time to time. This document will show you how to do this.

To get started go to the http://listserv.ksu.edu/web/ web page.



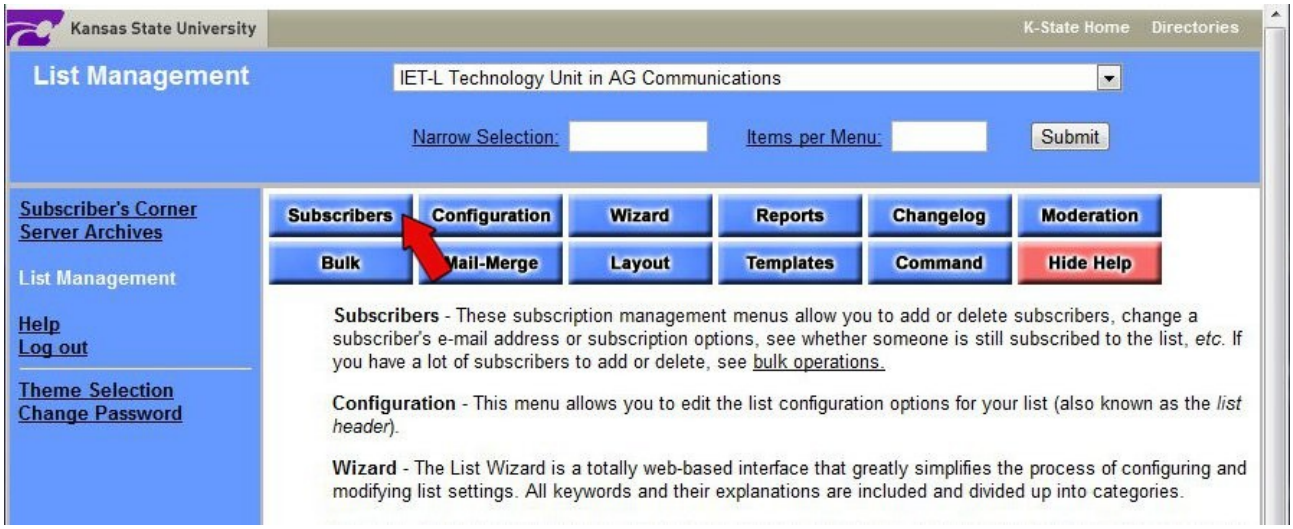
On this page click the "Mailing List Management Interface" link. The URL in this link is different for each list server list owner so everyone has to start here once.

You should see the next page.

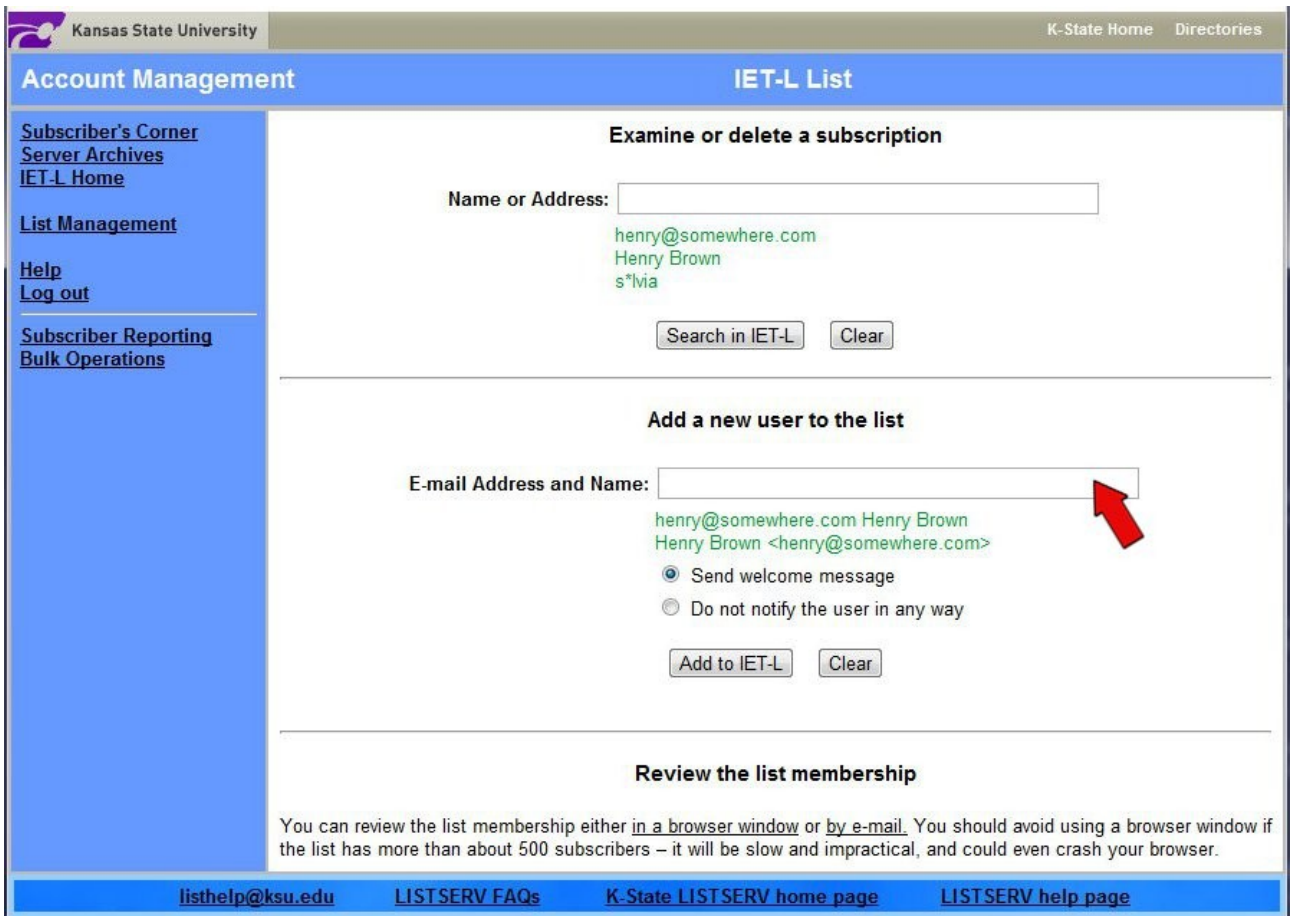


Bookmark this page if you haven't already so you can go directly to it when you need it.

If you have more than one list you own or manage pick the list you want from the pull down menu at the top. If you only have one list there will be no pull down menu.

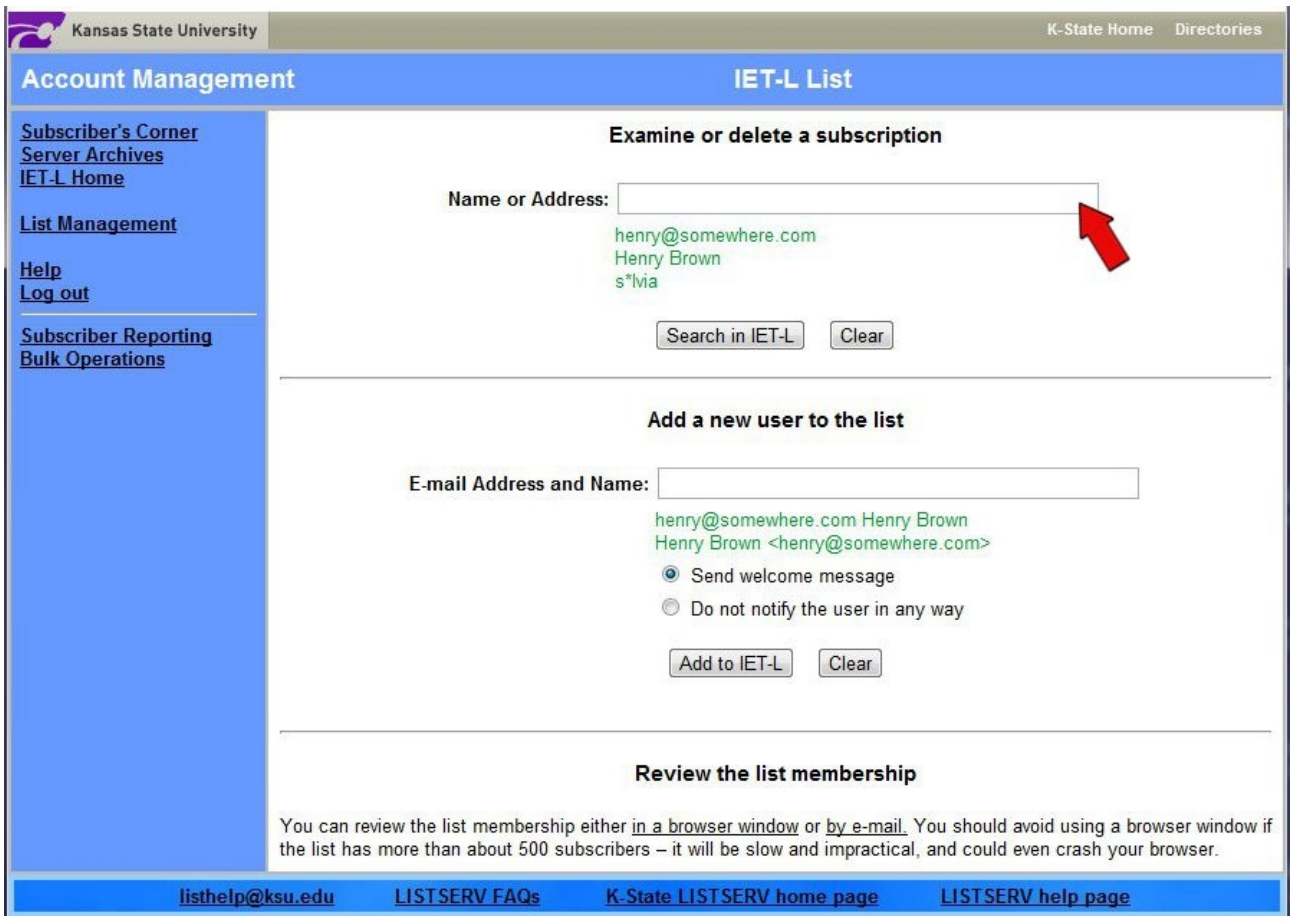


Next click on the "Subscribers" button.

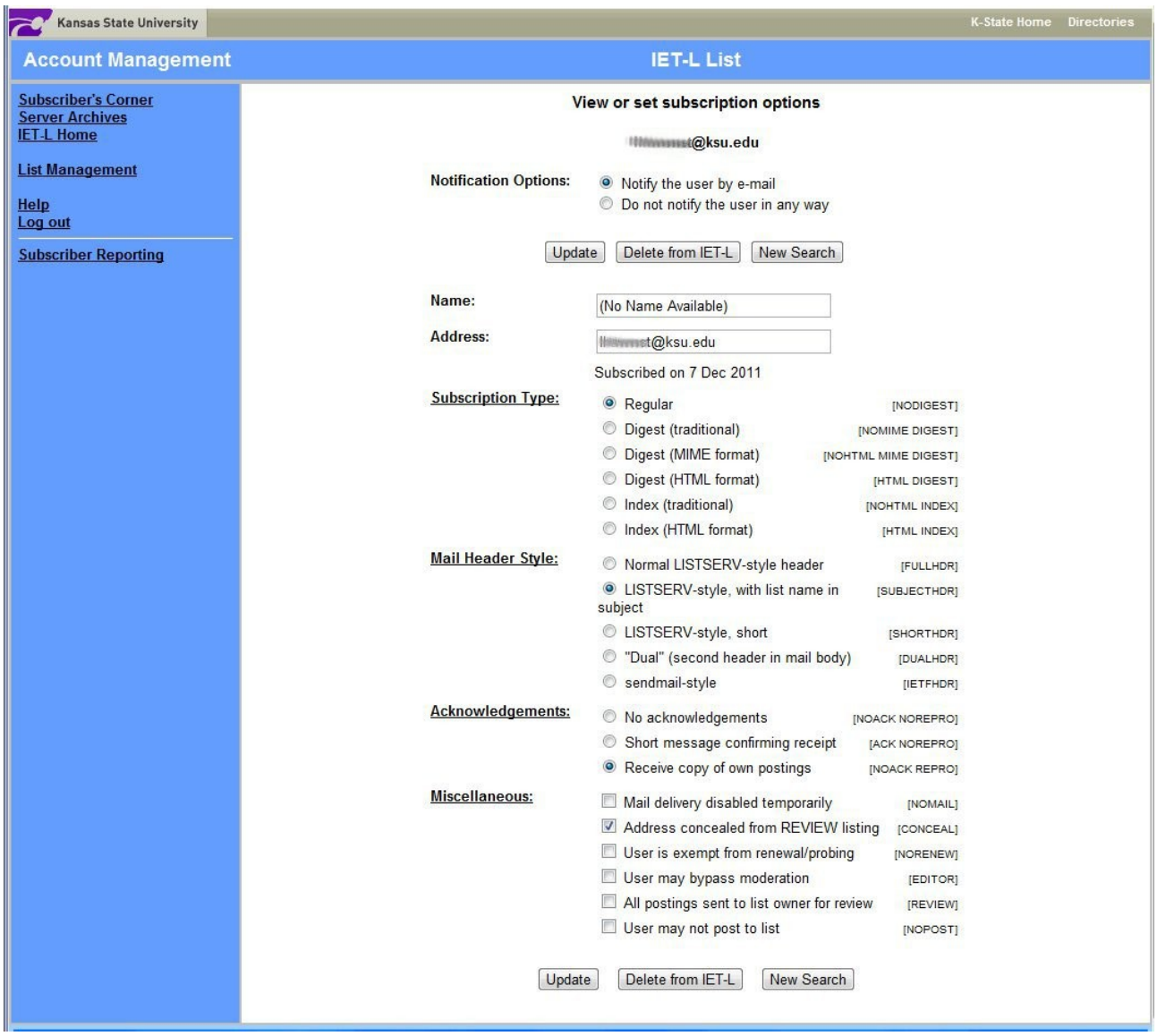


If you need to add a person to the list type their e-mail address or e-mail address with full name in the "E-mail Address and Name" field. You do not have to use the full name when adding their address. It is only recomended to use full name when adding addresses that are not from K-State.

Pick "Send welcome message" or "Do not notify the user in any way" then click the "Add to *Listname*" button.



To examine, modify, or delete an address put their e-mail address in the window indicated above and click the "Search in *Listname*" button.



From here you can manage all the details about the member e-mail address. The delete button is in the middle at the bottom. You will not want to touch most of the settings in this page.

Some settings that can be useful to change if needed for management are in the "Miscellaneous" section. The "Mail delivery disabled temporarily" setting is handy if someone has a user is "out of the office responder" set that is replying to all the list postings. The "User may not post to list" is useful if a users account is compromised and is spamming the list.

If you make changes to settings click the "Update" button at the bottom of the page before leaving the web page.

For information about other management features you can refer to the Listserv Quick Start manual (http://www.lsoft.com/manuals/1.8d/qs/qs.html) or send an email to listhelp@ksu.edu about your issue.