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Create and Maintain a Penn State Listserv

September 23, 2004



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Create and Maintain a Penn State Listserv

General Information

- A listserv is an email-based mailing list.
- It is used to send announcements to a large group of people and for creating discussion groups among interested individuals. Examples:
 - Class Listserv – used for class discussions, announcements, etc.
 - Staff Listserv – used to disseminate news and information to employees
 - Topical Listserv – used for discussions and announcements related to a particular topic (such as e-commerce, WebMail, literature, volleyball, etc.)
- A listserv is more efficient than using an email nickname when sending messages to groups of 50 or more people.
- At Penn State, a listserv is also required if you want to create an email alias where more than one person in a department is designated to receive the email from the alias. The alias makes the listserv address appear more like a “regular” email address.
 - Example: The email address for the L-BDCCSEMINARS listserv is: **L-BDCCSEMINARS@LISTS.PSU.EDU**. This listserv may be assigned an alias such as: **BDSEMINARS@PSU.EDU**.
- There must be one person who is designated as the primary list owner. Secondary list owners may also be designated. (It is highly recommended that you designate at least one secondary list owner.) The list owners are responsible for maintaining the listserv.

Create a Listserv

1. Go to <http://lists.psu.edu>.
2. At the Listserv home page, click on the link for [Request a New Mailing List](#).
3. Complete the application form. (Don’t forget to answer the questions in the section, *Just a Few More Questions*.)
 - 👉 See Appendix A for a sample of the application form.
 - 👉 To determine how to respond to some of the questions on the application form, refer to the section on the form which is labeled, *Answers to Some Questions*. This section is located at the end of the application form. The chart, *Typical Responses to Application Questions*, (found on the next page of this document) may also be of help.
 - 👉 Examples of listserv names: L-BDEMP and CANINE-L. You should use a prefix of L- (i.e. the letter L and a hyphen) for PSU listservs. It’s suggested that a prefix of L-BD be used for listservs at Behrend. Listservs that are intended for a wider audience should end with -L.
 - 👉 If you would like to establish some rules for your listserv, you may want to look at these sites for possible ideas:
 - <http://www.fit.edu/InfoTechSys/netiquette.htm>
 - <http://writing.msu.edu/lilly/humanities/humanities/interaction/links.html>
 - <http://www.fau.edu/netiquette/net/dis.html>
 - <http://www.unb.ca/web/wwwdev/rrg.html>
4. Click the Submit button.
 - 👉 Within a short time (usually two days), you will receive an email message. The email confirms the creation of your listserv and provides information about managing the listserv.

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Typical Responses to Application Questions

	Discussion	Announcement	Email Alias
Who can join the list?			
<ul style="list-style-type: none"> • Closed <p><i>Only owner can add subscribers.</i></p>	<p>X</p> <p>Examples:</p> <ul style="list-style-type: none"> • Class Listserv • Topical Listserv 	<p>X</p> <p>Examples:</p> <ul style="list-style-type: none"> • Student Listserv • Employee Listserv • News Listserv 	<p>X</p> <p>Example:</p> <ul style="list-style-type: none"> • Departmental Email Address
<ul style="list-style-type: none"> • By Owner <p><i>Only the owner can add subscribers, but if someone tries to subscribe, the owner will be sent a note.</i></p>	<p>X</p> <p>Example:</p> <ul style="list-style-type: none"> • Topical Listserv 	<p>X</p> <p>Example:</p> <ul style="list-style-type: none"> • News Listserv 	
<ul style="list-style-type: none"> • Open <p><i>Anyone can join.</i></p>	<p>X</p> <p>Example:</p> <ul style="list-style-type: none"> • Topical Listserv 	<p>X</p> <p>Example:</p> <ul style="list-style-type: none"> • News Listserv 	
Who can send mail to the list?			
<ul style="list-style-type: none"> • Owner <p><i>Suitable for announcement list.</i></p>		<p>X</p>	
<ul style="list-style-type: none"> • Editor <p><i>Editor will normally send mail to the list. If someone else sends a note, it will be sent to the editor for approval.</i></p>	<p>X</p>		
<ul style="list-style-type: none"> • Private <p><i>Just list subscribers. Good for discussion lists.</i></p>	<p>X</p>		
<ul style="list-style-type: none"> • Public <p><i>Anyone can send. Good for general questions about a department or program.</i></p>	<p>X</p>		<p>X</p>
Where should replies be sent?			
<ul style="list-style-type: none"> • List <p><i>Useful for discussions.</i></p>	<p>X</p>		
<ul style="list-style-type: none"> • Sender <p><i>More appropriate for lists that are used for announcements.</i></p>		<p>X</p>	<p>X</p>











Create and Maintain a Penn State Listserv

Create a Password for Listserv Management

- A password is required to manage your listserv. If you forget your listserv password, you can re-apply for another one.
 1. After receiving an email confirmation for your listserv, go to <http://lists.psu.edu>.
 2. At the Listserv home page, click on the link for Mailing List Management Interface.
 3. Click on the link for Get a New Listserv Password First.
 4. Type your email address (i.e. xyz123@psu.edu) in the Email Address box.
 5. Type a password (that you want to use for listserv management) in the Password box.
 - ✎ Important: **Don't use the password that you use for email!**
 6. Type the password again in the Password Again box.
 7. Click the Register Password button.
 - ✎ Usually, within a few minutes, an email note is sent to request confirmation of the listserv password.
 8. Open the email message from **LISTSERV@LISTS.PSU.EDU** that has a subject of *Command Confirmation Request*. Next, confirm your listserv password. To do so:
 - a. Click on the hyperlink that is contained within this message.
 - ✎ You must confirm your password within 48 hours or the password will be cancelled. If it is cancelled, you will need to apply for a password again.

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Add, Delete, Update, or View Information for a Subscriber


1. Go to <http://lists.psu.edu>.
2. Click on the link for [Mailing List Management Interface](#).
3. At the logon page, type your email address (i.e. xyz123@psu.edu) and your listserv password (which you created in the previous section.) Click the Login button.
4. At the Password Saved screen, click on the link for [follow this link](#).
5. At the List Management web page, go to the List Name drop-down menu and select the listserv that you wish to edit.
 -  See Appendix B for an illustration of the List Management page.
 -  If you have a large group of people to add to the list, use the Bulk Operations function. For more information about this option, refer to the next section in this document. Appendix D provides an illustration of the Bulk Operations web page.
6. To add, delete, update, or to view information for a single subscriber, click the button for Subscribers.
 -  See Appendix C for an illustration of the manage subscribers page.
7. To add a single subscriber:
 - a. At the Account Management web page, go to the section, *Add a New User to the List*.
 - b. In the Name & Address box, type the person's name and email address as indicated by the example (on the web page).
 - c. Leave the button selected for Send Welcome Message. (This notifies the person that they have been added to your listserv.)
 - d. Click the Add button to add the person to your listserv.
 - e. Click the Clear button to clear the data from the input boxes.
 -  List owners don't automatically receive a copy of email that is sent to the list. The list owner must be added as a subscriber in order to receive email from the list.
8. To delete, update, or view the information for a single subscriber:
 - a. At the Account Management web page, go to the section, *Examine or Delete a Subscription*.
 - b. In the Name or Address box, type the person's name or email address as indicated by the examples (on the web page).
 -  You can also type a partial name or address. The system will return a list of subscribers that match the entered text.
 - c. Click the Search button to retrieve the information for that person.
 - d. Select the desired notification option.
 -  If updating the person's information (to correct a typo), you may want to unselect the option for Notify the User by Email.
 -  If you receive a request from a subscriber who no longer wants to be on the listserv, leave the Notify the User by Email option selected so that the person is notified that they have been dropped from the listserv.
 - e. Make any other changes to the person's information.
 -  There will probably be no need to change information in these sections of the form: Subscription Type, Mail Header Style, Acknowledgements, and Miscellaneous.
 - f. Click the Update or Delete button as appropriate.
 - g. Click the Clear button to clear the data from the input boxes.
9. At the Account Management web page, go to the section called *Review the List Membership* and click on the link for viewing the membership [in a browser window](#).
 -  You may use this view to proof the information that you entered for each user. If you find any errors, you can edit the information for that user.
 -  If desired, you may print this information for your records.

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Using Bulk Operations

- Email addresses must be saved to a plain text file in order to use the Bulk Operations feature. Also, there may only be one address per line. (The address and name may be separated by a space or a tab.)
- There are several different ways to export email addresses so that they can be ported to a listserv.
- The information below provides instructions on how to import a plain text file to a listserv and how to save email addresses as a plain text file from: Excel, Eudora Nicknames, and the To: field (of an email note).

Import a Plain Text File to a Listserv

1. Go to <http://lists.psu.edu>.
2. At the Listserv home page, click on the link for Mailing List Management Interface.
3. Login with your email address and listserv password.
4. At the List Management web page, select the desired listserv from the List Name drop-down menu.
5. Click the Bulk button.
6. Click in the box for Input File.
7. Click on the Browse button and navigate to the directory that contains the plain text file. Double-click on the file you wish to import.
8. Choose the desired function (i.e. add or remove a group of users).
 Be careful as to which remove function you choose!
9. Click the Submit button.

Methods for Saving Email Addresses as a Plain Text File

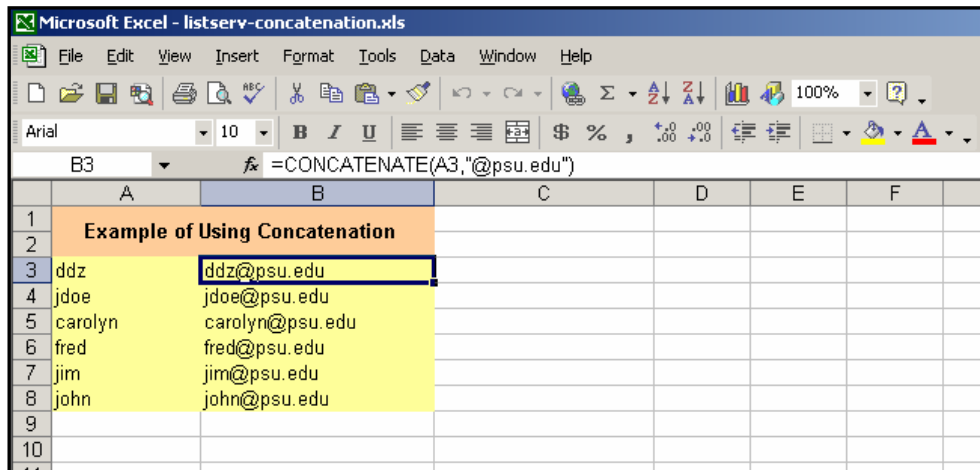
Method 1 – Excel XP: Export Email Addresses

- This method saves the data to a plain text file.
1. Open the Excel file that contains the email addresses.
 2. From the menu, select: **File/Save As**.
 3. Click the drop-down arrow next to Save as Type and select: Text (Tab Delimited).
 4. Save the file.

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Helpful Hint for Excel XP: Concatenation

- If you have an Excel file that only contains the person's userid (instead of their complete email address), you will need to add the domain to the userid. This may be accomplished by using Excel's concatenation function.
 1. Open the Excel file that contains the userids.
 2. Insert a column to the right of the userid column.
 3. Click in the cell that is to the right of the first userid and enter a formula similar to:
=CONCATENATE(A3,"@psu.edu")
 - ☞ Your cell reference may be different.
 4. Copy this formula to the remaining cells in this column (as needed).

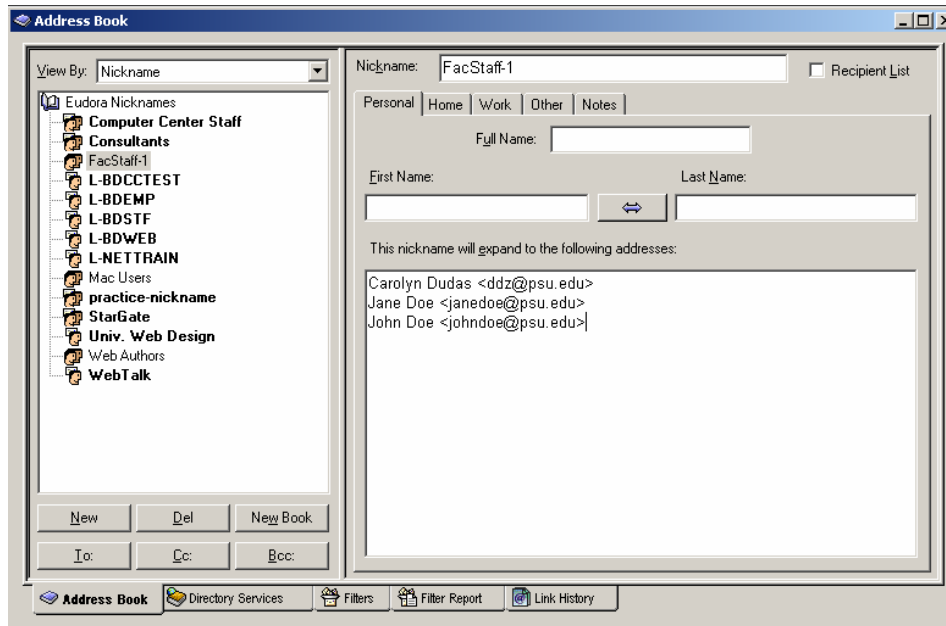


5. Copy the range of cells that contains the complete email addresses.
6. Open Notepad. (Click on the Start button and select the following from the cascading menus: **Programs/ Accessories / Notepad**).
7. Paste the email addresses into Notepad.
8. Save the file.

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Method 2 – Eudora: Copy Email Addresses from Nicknames

- This method takes the email addresses listed for a nickname and converts them to a plain text file.
1. Open Eudora.
 2. Open up your Nicknames. Click on the Nickname you wish to import into a listserv.
 3. Copy the email addresses that appear in the Nickname address box.

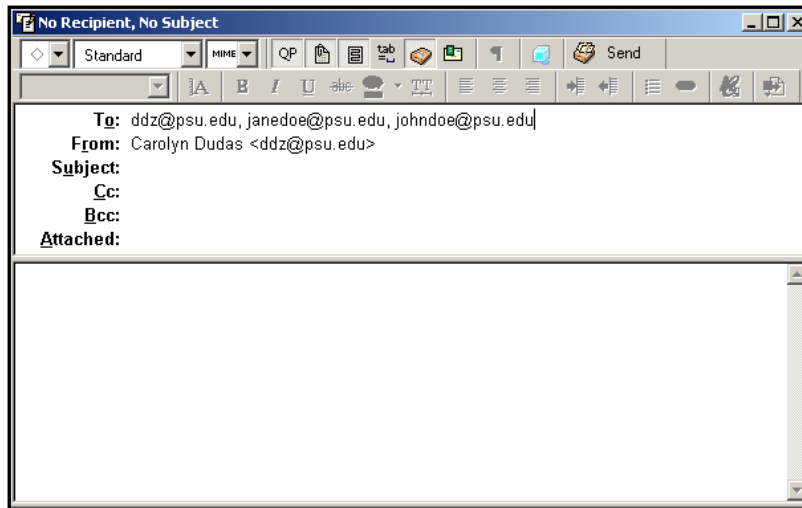


4. Open Word XP.
5. Configure Word to turn off the hyperlink formatting feature.
 - ✎ From the menu, select: **Tools/Autocorrect Options**. Click on the tab: AutoFormat As You Type. Remove the checkmark for: Internet and Network Paths with Hyperlinks.
6. Paste the email addresses into Word.
7. Save the file as a Plain Text file. To do so: Select **File/Save As** from the menu and click on the drop-down arrow next to Save as Type. Select Plain Text (*.txt). (In Word 2000, select Text Only (*.txt).) When you receive a File Conversion dialog window, accept the default settings and click OK.
8. If desired, turn on the hyperlink formatting feature in Word. (This feature was turned off in an earlier step.)

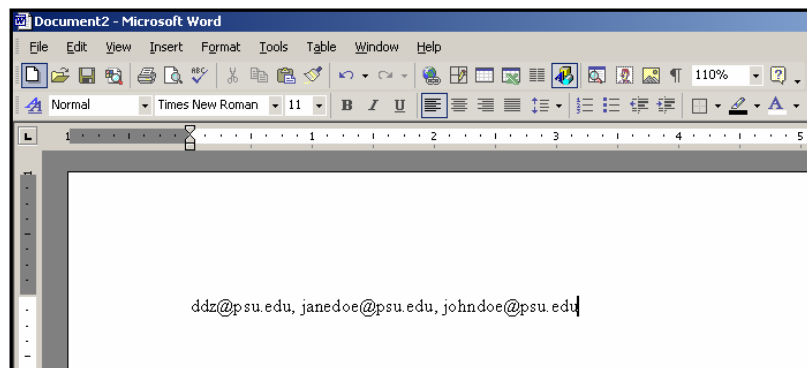
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Method 3 – Eudora: Copy Email Addresses in the TO: Field

- This method takes the email addresses that are listed in the To: field of an email message and converts them to a plain text file.
1. Open Eudora.
 2. Open an existing email message that contains the email addresses you wish to import into a listserv.



3. Copy the email addresses that are located in the To: field.
4. Open Word.
5. Paste the email addresses into Word.

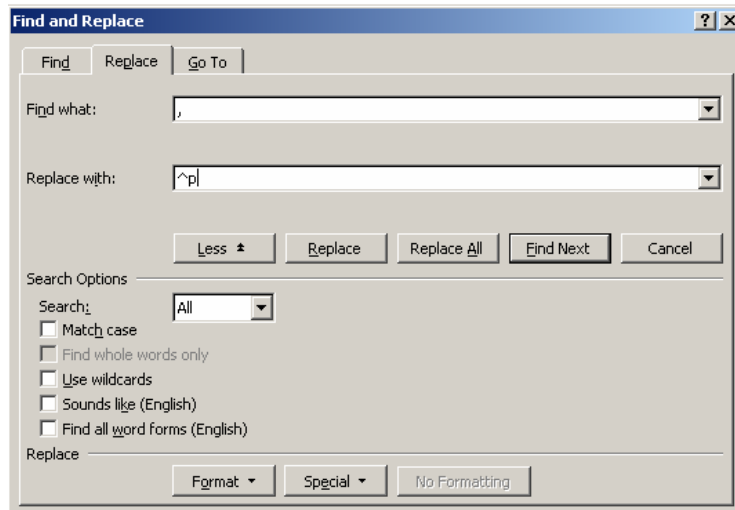


6. Click in front of the first email address.
7. From Word's menu, select: **Edit/Replace**.
 - ✎ The Replace function will be used to convert the string of email addresses so that each email address is on a separate line (as required for bulk operations).
8. Click on the tab: Replace.
9. Click in the Find What box. Type a comma and press the Spacebar once.

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10. Click the More button. Click in the Replace With box. Click the Special button. From the Special menu, select: Paragraph Mark.



11. Click the Replace All button.
12. Close the Find and Replace window.
13. Save the file as a Plain Text file.
14. Save the file as a Plain Text file. To do so: Select **File/Save As** from the menu and click on the drop-down arrow next to Save as Type. Select Plain Text (*.txt). (In Word 2000, select Text Only (*.txt).) When you receive a File Conversion dialog window, accept the default settings and click OK.

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Send a Message to the Listserv

1. Use the email address of the listserv to send a message to the list.

Example: L-BDEMP@LISTS.PSU.EDU

- ✎ If you frequently send email messages to the listserv, you may want to create a nickname for it and add it to Eudora's recipient list.
- ✎ You may also want to create a filter for the listserv address. The filter will automatically place the incoming or outgoing listserv messages into a specific mailbox.

Set the Listserv Configuration for the List Archives Web Page

- The on-line archives for each list are accessible from the List Archives web page at: <http://lists.psu.edu/archives/index.html> .
- Archives are kept for 2 months for most listservs and 4 months for course listservs. If you need to retain archives for longer periods, contact lsvmaint@psu.edu.
- A listserv may be configured to allow the public or only its subscribers to view the archives.
- If desired, you may remove the link to your listserv from this web page.

To change the configuration of who may view the archives of your listserv:

1. Go to <http://lists.psu.edu>.
2. At the Listserv home page, click on the link for Mailing List Management Interface.
3. Login with your email address and listserv password.
4. At the List Management web page, select the desired listserv from the List Name drop-down menu.
5. Click the Configuration button.
6. At the Edit List Header web page, change the listserv configuration as indicated in steps a or b.
 - ✎ See Appendix E for an example of the Edit List Header web page.
 - ✎ Note concerning listserv configuration: When you set Confidential=No, a link to the listserv will appear on the List Archives web page. When you set Confidential=Yes, there will not be a link to the listserv on the List Archives web page.
 - a. To allow the **public** to read the archives, change the Confidential setting so that it is equal to No and change the Notebook setting so that it is equal to Public. Example:
Confidential=No
Notebook= Yes,/home/listserv/lists/1-bdcctest,Monthly,Public
 - b. To allow only the **subscribers** of that listserv to view the archives, change the Confidential setting so that it is equal to No and change the Notebook setting so that it is equal to Private.
Example:
Confidential=No
Notebook= Yes,/home/listserv/lists/1-bdcctest,Monthly,Private
7. Click the Update button.

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To remove your listserv link from the Archives web page:

1. Go to <http://lists.psu.edu>.
2. At the Listserv home page, click on the link for Mailing List Management Interface.
3. Login with your email address and listserv password.
4. At the List Management web page, select the desired listserv from the List Name drop-down menu.
5. Click the Configuration button.
6. At the Edit List Header web page, change the Confidential setting so that it is equal to Yes.

Example:

Confidential=Yes

-  See Appendix E for an example of the Edit List Header web page.
-  When you set Confidential=Yes, there will not be a link to the listserv on the List Archives web page.

7. Click the Update button.
 -  The listserv should not appear on <http://lists.psu.edu/archives/index.html>. (You may need to refresh your browser window.)
 -  Note, however, that at the bottom of the Archives web page, there is a link to allow someone to search for an unlisted archive.

View a Listserv's Archived Messages

- If the listserv's archives are public (i.e. anyone can read the archived messages), a listserv password is not required.
- If the listserv's archives are private (i.e. only subscribers can read the archived messages), a listserv password is required.

1. If needed, create a listserv password by following the directions in the section, **Create a Password for Listserv Management**.
2. Go to <http://lists.psu.edu>.
3. At the Listserv home page, click on the link for Access the online mailing list archives.
4. To view the archives for a listserv, click on the link for the listserv name.


OR

If the listserv doesn't appear on this web page, scroll down to the bottom of the page and click on the link for unlisted archive form. At the Access Unlisted Archives web page, type the listserv name in the List Name box. Click the Go button to search for the listserv.

5. At the Archives web page, click on a link to select the archives for a particular week, month, etc. (This will vary depending upon how the listserv is configured.)
6. If the archives are **public** (i.e. you aren't prompted for a listserv password), the subject heading is listed for each archived message. Click on a subject heading to read the message.

OR

If the archives are **private** (i.e. only subscribers can access the archived messages for that listserv), the Login Required web page appears. Type your email address and listserv password in the appropriate boxes. Click the Login button. The subject heading is listed for each archived message. Click on a subject heading to read the message.

-  If you try to login to archives that are private and you are not a subscriber to the listserv, you will receive a message that says you are not authorized to browse the archives for that listserv.

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Change the Listserv Configuration: Add or Remove List Owners

- You can add or remove list owners at any time. (It is recommended that you have at least two list owners specified.)
 1. Go to <http://lists.psu.edu>.
 2. At the Listserv home page, click on the link for Mailing List Management Interface.
 3. Login with your email address and listserv password.
 4. At the List Management web page, select the desired listserv from the List Name drop-down menu.
 5. Click the Configuration button.
 6. At the Edit List Header web page, add or remove list owners.
Example of the format for adding list owners:
Owner= jdoe@psu.edu (Jane Doe)
Owner= jsmith@psu.edu (John Smith)
 7. Click the Update button.

Create an Alias for a Listserv


- You should only request an alias for a listserv if your goal is to create a departmental email address.
- You may create an email alias for a listserv if more than one person in a department is designated to receive the email from the alias.
- An alias makes the listserv address appear more like a “regular” email address.
 - Example: The email address for the L-BDCCSEMINARS listserv is: **L-BDCCSEMINARS@LISTS.PSU.EDU**. This listserv may be assigned an alias such as: **BDSEMINARS@PSU.EDU**.
- 1. Send an email message to **accounts@psu.edu**. Inform Accounts that you would like to create an alias for a listserv. In the email message, specify the:
 - a. Listserv Name (Example: L-BDNEWS@LISTS.PSU.EDU)
 - b. Alias Name (Example: behrendnews@psu.edu)
 - ☞ You may also specify other contact information (such as the name of the contact person, phone number, address, etc.). This information appears in the PH directory.
- 2. Add the subscribers to the listserv. The subscribers should be those people who are to receive email from the alias --- usually the listserv owner(s) or someone else in your department.
- 3. After you receive an email confirmation from U.P. that your alias has been created, you can now use that alias like any other email address.
 - ☞ You may want to create a filter for the listserv alias. (Hint: From the Filters dialog box in Eudora, you'll need to select <Any Header> from the Header drop-down menu in order to filter the email alias.) The filter will automatically place the incoming or outgoing messages from the alias into a specific mailbox.

Get Help

- On-line documentation is located at:
<http://lists.psu.edu>
<http://www.lsoft.com/manuals/1.8d/owner/owner.html#11>
- If you have a problem with your listserv, contact **lsvmaint@psu.edu**.

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Appendix A: Listserv Application Form



PENNSTATE

Information Technology Services (ITS)

LISTSERV®

Request for a New Mailing List

(Limited to Penn State faculty, staff and students)

This form will collect the information we need to create your mailing list. Of course, changes can be made later to further customize your list. The behavior of your list is controlled by a set of list keywords that are stored in a file on our server. If you want to see a list of all possible keywords, you can look at an appendix to the owner's manual: [List Keyword Reference](#).

When you are finished entering the requested information, press the submit button at the end of the form.

- What is your e-mail address and name in case we have questions about this form
For example, jxd123@psu.edu John doe
- What list name would you like? [\[Help\]](#)
- Enter a short description. [\[Help\]](#)
- Supply a short paragraph about the purpose and rules for list. This will be added as comments in the list header. People will see it if they REVIEW the list

Choose one or more list owners: [\[Help\]](#)

- Primary Owner's E-mail address and name (e.g. xyz123@psu.edu The Nittany Lion)
- Additional Owners e-mail address and names:

Just a few more questions

- Who can join the list?
 - Closed - only owner can add subscribers .
 - By Owner - only the owner can add subscribers, but if some tries to subscribe, the owner will be sent a note.
 - Open - anyone can join.
- Who can send mail to the list?
 - Owner - Suitable for announcement list
 - Editor - Editor will normally send mail to the list. If someone else sends a note, it will be sent to the editor for approval
 - Private - Just list subscribers. Good for discussion lists.
 - Public - Anyone can send. Might be good for general questions about a department or program.
- Where should replies be sent?
 - List - Useful for discussions.
 - Sender - More appropriate for lists that are used for announcement
- Let's start over again.

Submit your request. Someone will look at this and either create the list or ask you some more questions.

--- Bottom portion of form appears on next page ---

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Appendix A: Listserv Application Form – cont'd

Answers to some questions

What can you call your list?

The name should begin with an "L-", (that's ELL hyphen) for a PSU-only list or end with "-L" for a list that has a wider audience. Not absolutely a requirement - just our druthers. The name is used as a file name on the server and as an e-mail address, so it can not contain any spaces or special characters -- it should use letters, numbers or the hyphen (-). For classes, the course and section are usually used to form the name - for example L-ENGL200-2. If the course is at a campus, Altoona for example, then the campus code would be used, as in AA-ENGL200-2. [[Go Back](#)]

Lists need a short description.

A short (< 60 character) descriptive phrase is required for each list. This "short description" becomes part of how the list announces itself to the world, both in the global list of lists and in the "Sender." line of mail coming from your list. For a course, the course title would be appropriate - e.g. Greek Mythology. For a club, something like Penn State Outing Club would work. [[Go Back](#)]

Owners manage the list

The owner's job is to add people to the list and remove people when their email address stops working. Also the owner should monitor the list to see that members are "behaving" themselves. Some lists have "open" subscription which makes the owner's job a little bit easier. Each list must have a least one Penn State owner. [[Go Back](#)]

Controlling subscription requests

If the owner controls subscriptions, requests are forwarded for action. If a list is closed, requests are simply returned. For open lists, subscribers are added automatically after they confirm their request via e-mail.

Back to the [LISTSERV home page at LISTS.PSU.EDU](#).

The Pennsylvania State University ©2000

This service is provided and maintained by the [Information Technology Services \(ITS\)](#) at Penn State. Systems are tested every day between 5:00 a.m. and 7:30 a.m. During this time, one or more services may not be available.

This page was last updated on Tuesday, March 11, 2003.
Please direct comments and questions to lsvmaint@psu.edu



Create and Maintain a Penn State Listserv

Appendix B: List Management

PENNSSTATE **Information Technology Services (ITS)**
LISTSERV®

List Management

Narrow Selection: Items per Menu:

Subscriber's Corner Server Archives	Subscribers	Configuration	Wizard	Reports	Changelog
List Management List Moderation Server Management	Moderation	Bulk	Mail-Merge	Layout	Templates
Help Log off 1194.22(o)	Command	Hide Help			

Subscriber's Corner - These subscription management menus allow you to add or delete subscribers, change a subscriber's e-mail address or subscription options, see whether someone is still subscribed to the list, etc. If you have a lot of subscribers to add or delete, see [bulk operations](#).

Configuration - This menu allows you to edit the list configuration options for your list (also known as the *list header*).

Wizard - The List Wizard is a new, totally web-based interface that greatly simplifies the process of configuring and modifying list settings. All keywords and their explanations are included and divided up into categories.

Reports - This menu takes you to the reporting section, which enables you to view and change the settings of your subscribers and lists. It also includes a new advanced search engine, which can search through the archives of multiple lists.

Layout - The layout editor allows you to customize the layout of your list using a simple graphical interface. You can switch between text and graphical (icon-based) layout for the archive pages, disable functions that are not useful or not wanted for your particular list, or even translate the archive pages.

Templates - The template editor allows you to customize the administrative messages sent by LISTSERV in response to most commands (known as *mail templates*). You can also use it to exercise finer control over the layout of the WWW interface than is possible through the graphical layout editor. Note that the banners at the very top and bottom of WWW archive pages are under the LISTSERV administrator's control. You can, however, add your own top and bottom banners in addition to the site-wide ones imposed by the administrator.

Bulk - This menu allows you to add or delete large numbers of subscribers from a text file, which is uploaded using the browser.

Command - This menu allows you to execute an arbitrary LISTSERV command and see the results immediately in your browser window.

Mail-Merge - If enabled by the administrator, this screen allows you to send customized mail-merge messages to your subscribers. You can choose which subscribers should receive the message (for instance, all AOL subscribers who are set to NOMAIL), and you can include customized substitutions or conditional blocks in the message (this is particularly useful when coupled to a DBMS back-end).

Changelog - This new interface allows you to search through system and list-based changelogs. Several filters are included to help locate the relevant entries and data.

Moderation - This new interface greatly facilitates the process of moderation of e-mail lists. Messages can be viewed and consequently approved or rejected in the browser window.

Create and Maintain a Penn State Listserv

Appendix C: Manage Subscribers

PENNSTATE Information Technology Services (ITS)
LISTSERV®

Account Management **L-BDCCTEST List**

Subscriber's Corner
[Server Archives](#)
[List Archives](#)

List Management
[List Moderation](#)
[Server Management](#)

Help
[Log off](#) 1194.22(o)

Subscriber Reporting
[Bulk Operations](#)

Examine or delete a subscription

Name or Address:

henry@somewhere.com
Henry Brown
s*lvia

Add a new user to the list

Name and Address:

henry@somewhere.com Henry Brown
Henry Brown <henry@somewhere.com>

Send welcome message
 Do not notify the user in any way


Review the list membership

You can review the list membership either in a [browser window](#) or by [e-mail](#). You should avoid using a browser window if the list has more than about 500 subscribers – it will be slow and impractical, and could even crash your browser.

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Appendix D: Bulk Operations

PENNSSTATE **Information Technology Services (ITS)**

 **LISTSERV®**

Bulk Operations **L-BDCCTEST List**

[Subscriber's Corner](#)
[Server Archives](#)
[List Archives](#)

[List Management](#)
[List Moderation](#)
[Server Management](#)

[Help](#)
[Log off](#) 1194.22(o)

[Subscriber Reporting](#)

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

Input File:

Function:


- Add** the imported addresses to L-BDCCTEST; do not remove any subscribers
- Remove all subscribers** from L-BDCCTEST, then **add** the imported addresses (to remove all subscribers, select this option and omit the input file)
- Remove** the imported addresses from L-BDCCTEST; do not add any subscribers
- Remove** the imported addresses from **all lists**

Note:

- ◆ The input file must be a *plain text* file (not a word processor document or spreadsheet) and must contain one address per line, optionally followed with a space (or TAB) and the subscriber's name.
- ◆ The subscribers being added or deleted will not be notified.
- ◆ These functions require a browser supporting the "file upload" extension (RFC1867). Current versions of Netscape and Internet Explorer both support this operation, but you should try other browsers carefully on a test list.

Create and Maintain a Penn State Listserv

Appendix E: Edit List Configuration

PENNSTATE Information Technology Services (ITS)
 **LISTSERV®**

Edit list header – L-BDCCTEST

```
Computer Center Testing

Subscription= By Owner
Errors-To= Owner
Review= Owner
Validate= Yes
Notify= Yes

Send= Private
Reply-To= List,Respect
Default-Options= Repro
Default-Options= SUBJecthdr

Confidential= No

Notebook= Yes,/home/listserv/lists/l-bdcctest,Weekly,Public

Owner= ddz@psu.edu (Carolyn Dudas)

The purpose of this listserv is to allow me to test various options that
are available for a listserv.

List created by whv on 3/26/2002
```

[Back to the list management page.](#)