Listserves are used to send emails among subscribers. They are often used to discuss a common topic. There are University listserves for classes and organizations.

**NOTE:** When sending a request to a listserve, the message needs to be sent as plain text. (You can change this from the Options pull-down tab at the top of the box when you are composing your message.) When sending a message to the listserve address, it can be in either HTML or plain text.

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### Participating in a Listserve

You can join a University listserv to receive and send messages for the group.

### Subscribing
1. Address an email to listname-request@listserve.uwec.edu.
   
   EXAMPLE: LTS-request@listserve.uwec.edu

2. In the body of the message, type Subscribe.

3. Send the email.
   
   You will receive a confirmation email. It should contain information about participating in the listserve.

Sending a Message

1. Address an email to listname@listserve.uwec.edu.
   
   EXAMPLE: LTS@listserve.uwec.edu

2. Type your message in the body of the email.

3. Send the message.
   
   All subscribers will receive your message.

Unsubscribing

1. Address an email to listname-request@listserve.uwec.edu.
   
   EXAMPLE: LTS-request@listserve.uwec.edu

2. In the body of the message, type Unsubscribe.

3. Send the email.
   
   You will receive an email confirming that you are no longer a member of the list.

Managing a Listserve

You may want to create or take over a listserv e for a class or organization.
Creating a Listserve

1. Contact the LTS Help Desk at 715-836-5711.
   An LTS staff member will help you choose the best options for your listserve.

Subscribing Members

1. Address an email to listname-request@listserve.uwec.edu.
   
   EXAMPLE: LTS-request@listserve.uwec.edu

2. In the body of the message, include SUBSCRIBE, the name of the listserve, and the subscriber's email address.
   
   EXAMPLE: SUBSCRIBE LTS doej@uwec.edu
   The person will now be a member of the list.

Unsubscribing Members

1. Address an email to listname-request@listserve.uwec.edu.
   
   EXAMPLE: LTS-request@listserve.uwec.edu

2. In the body of the message, include UNSUBSCRIBE, the name of the listserve, and the subscriber's email address.
   
   EXAMPLE: UNSUBSCRIBE LTS doej@uwec.edu
   The person will no longer be a member of the list.

Viewing Members

1. Address an email to listname-request@listserve.uwec.edu.
   
   EXAMPLE: LTS-request@listserve.uwec.edu

2. In the body of the message, type Review.
A list of subscribers to the listserve will be sent to you.

**Moderating**

1. To change the moderation settings, address an email to postmaster@uwec.edu.
2. In the body of the message, include the name of the listserve and the setting you would like changed (i.e., moderation).

**Archiving**

1. To change archiving settings, address an email to postmaster@uwec.edu.
2. In the body of the message, include the name of the listserve and the setting you would like changed (i.e., archiving).

**Deleting**

1. To delete a listserve, address an email to postmaster@uwec.edu.
2. In the body of the message, tell the postmaster that you would like to delete your listserve, and include the name of the listserve.