Email: Listserves

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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.

Contents:

Participating in a Listserve

You can join a University listserve 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 listserve 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.