



LISTSERV LIST MANAGEMENT – Managing Lists You Own

Please note that ListServ is behind the university firewall, so you will need to be on-campus connected to the secure wifi or ethernet, on the VPN via GlobalProtect, or using a desktop session via VMWare at remote.ucdenver.edu, in order to access the ListServ interface. More information about the VPN and VMWare connections can be found at the below page:

<https://www.cuanschutz.edu/offices/office-of-information-technology/tools-services/remote-access-vpn>

Once connected to the VPN you will access the Listserv website by navigating to <https://lists.ucdenver.edu>

Then click “Log In” in the upper right corner.

You will use your University **email address** and password to log in.



Login Required

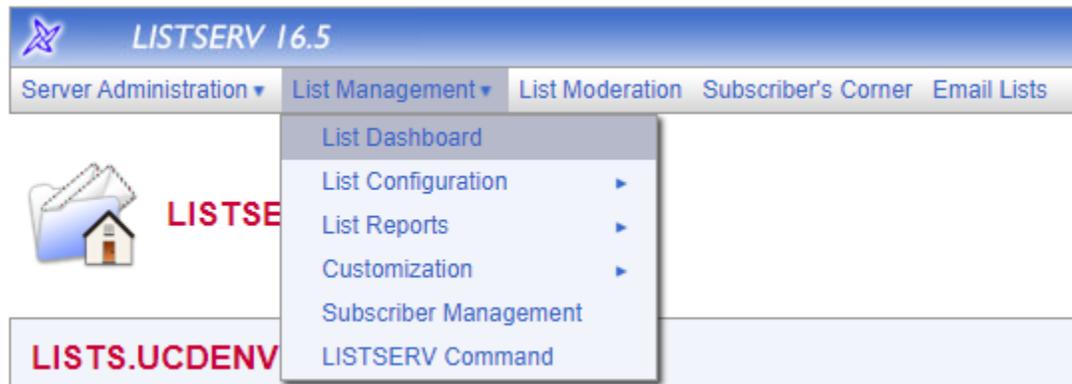
Login Required

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.

Email Address:

Password:

To view and access the lists you own, click **List Management** and then select **List Dashboard**.



Here you will see all the Lists you are an Owner of. To change settings of the list you can click the **[Configure]** button beneath the name of the list. You can also click **[View]** under Subscribers to quickly view who is subscribed to the list.

Dashboard for @cuanschutz.edu

Technical Support



Technical support has been enabled. If you encounter problems with your lists, you can contact the server administrator by clicking on the life buoy icon. Once you click on this icon, an email message opens. Enter any information describing your problem. Please be as detailed as possible.



List Name ▲	Subscribers	Send	Subscription
EW-TEST [Configure]	4 [View]	Editor, Confirm [Edit]	By Owner, Confirm [Edit]
 [Configure]	319 [View]	Editor, Hold, Confirm [Edit]	Open, Confirm [Edit]
 [Configure]	20596 [View]	Owner, Confirm [Edit]	Closed, Confirm [Edit]

What being a list owner means:

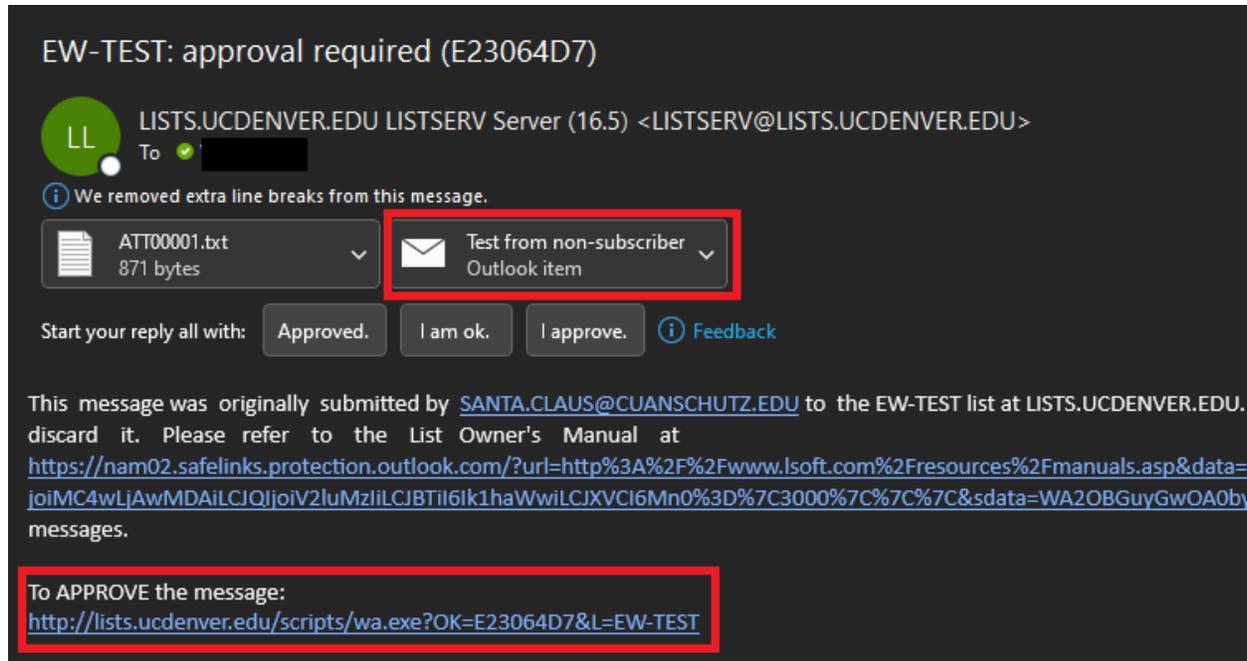
As an owner, you are the person who will manage the list. The most frequent task you will do as a list owner is add and remove subscribers. Please refer to the guide for managing Subscribers on the OIT Listserv service page.

- Your e-mail address has been specified as the "owner" of the list. This means that you will receive e-mails for the following:
- You will receive a copy of any "subscribe" and "unsubscribe" confirmation messages that your subscribers receive.
- You will receive a copy of any message sent to the list from a person who is NOT subscribed. That person will also receive this reply, so no action is needed by you (unless these messages become excessive, in which case you should e-mail the sender).
- You will receive summary reports when the list encounters problems sending to particular subscribers. The messages are telling you that the list received an "undeliverable" when it tried to send to these subscribers. In general, these are only for your information. The list will automatically try to unsubscribe any e-mail address for which messages are undeliverable, after a set number of bounces. However, if the list is unable to unsubscribe an address, you may need to manually assist.

Moderated vs. Unmoderated:

An **UNMODERATED** list is one in which any subscriber can post messages to the list, and the list will automatically distribute the messages to the subscribers. No intervention is required by you, the owner, for the posting of messages.

A **MODERATED** list is one which the subscribers can not directly post messages to. Instead, the list editors must assist with each posting. When a subscriber sends a message to the list the message is sent to the editor(s) to approve the posting of the message to the list. The approval request will look something like this.



The screenshot shows an email interface for the EW-TEST list. At the top, it says "EW-TEST: approval required (E23064D7)". The sender is "LISTS.UCDENVER.EDU LISTSERV Server (16.5) <LISTSERV@LISTS.UCDENVER.EDU>". The recipient is redacted. A note says "We removed extra line breaks from this message." There are two attachments: "ATT00001.txt" (871 bytes) and "Test from non-subscriber" (Outlook item). Below the attachments are buttons for "Approved.", "I am ok.", "I approve.", and "Feedback". A message body text states: "This message was originally submitted by SANTA.CLAUS@CUANSCHUTZ.EDU to the EW-TEST list at LISTS.UCDENVER.EDU. discard it. Please refer to the List Owner's Manual at <https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.isoftware.com%2Fresources%2Fmanuals.asp&data=joimc4wLjAwMDAiLCJQjoiV2luMzliLCJBTiI6k1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=WA2OBGuyGwOA0by> messages." At the bottom, a red box highlights the instruction "To APPROVE the message:" followed by the URL <http://lists.ucdenver.edu/scripts/wa.exe?OK=E23064D7&L=EW-TEST>.

All that is required is to click the link to approve the message for posting. The message is attached so you can preview it before approving. If you don't approve the posting and ignore the approval request message, the listserv will automatically delete the posting request.

SPECIFIC SENDERS allows only specific email address to send to the list. Please see the guide for managing Senders and Editors on the OIT Listserv service page.

Open Subscription vs. Private List:

An **OPEN SUBSCRIPTION** list is one which will allow anyone to subscribe, without any intervention by the list owner.

A **PRIVATE** list is one which requires owner approval before any person can subscribe to the list.

The subscription process is as follows:

- The subscriber uses the web interface at <https://lists.ucdenver.edu> to find and subscribe to the list, and then confirms that they want to subscribe.
- The mailing list program forwards the subscribe request to the list's owner(s).

You can edit this by clicking **[Configure]** under the list on the list dashboard.



Then select the Subscription tab and change the setting below. Below are explanations of the subscription settings and what the confirm option does.



List Configuration (EW-TEST)

Select List:
EW-TEST (unlisted) [2-AMC:][AMC-AURL] [AURL-BUS.] [BUS-CARE] [CARE-CLAS] [CLAS-CR] [CSM-CSPH] [CSPH-CUN] [CUO-DC-W] [DC-W-DOM_] [DOM_e] [E-FH] [FI-HE] [HI-INTS] [INTS-M]

Descriptions Access Control Distribution Error Handling List Maintenance Security **Subscription** Other

Subscription Settings

List settings available on this page: Default-Options | Subscription

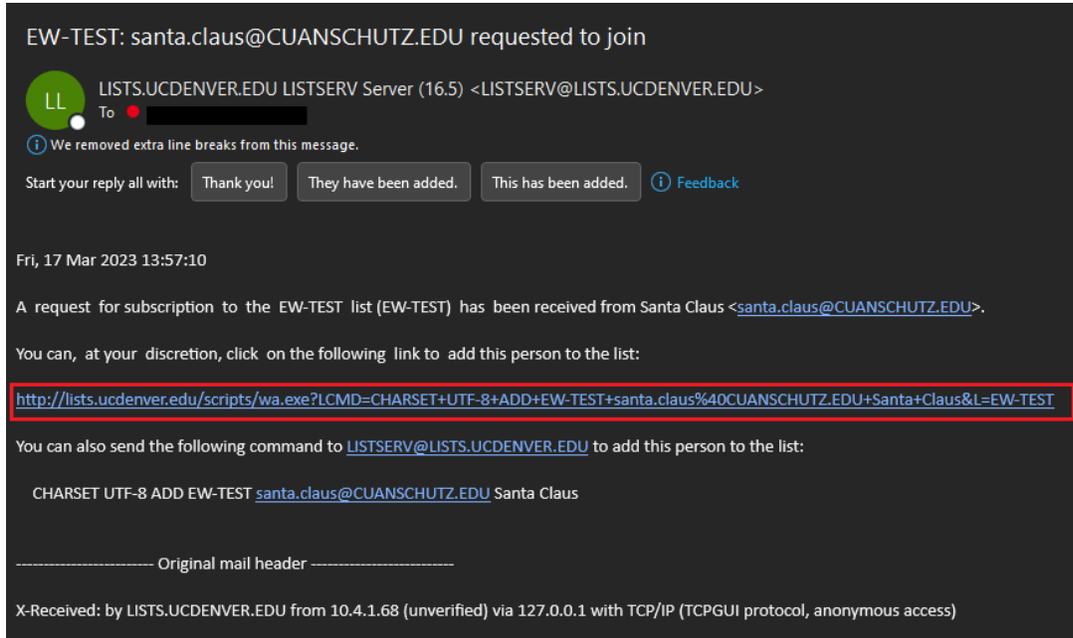
Keyword	Setting
Default-Options=	<input type="text" value="REVIEW,SUBJ,REPRO"/>
Subscription=	<input type="text" value="Open"/>
Confirm:	<input checked="" type="checkbox"/>

Show Only Currently Set Keywords

- Open** New users are allowed to subscribe to the list.
- Open,Confirm** Before new users are allowed to subscribe to the list they must confirm their address with an "OK" response. No list owner intervention is required.
- By_Owner** New users are not allowed to subscribe, but their requests are forwarded to the list owner. This is the default.
- By_Owner,Confirm** Before new users are allowed to subscribe to the list, they must confirm their address with an "OK" response. After the potential subscriber has confirmed, the request is forwarded to the list owner.
- Closed** New users are not allowed to subscribe, and their requests are not forwarded to the list owner.

Approving a subscriber on a private list

If you approve of this subscription, then you, the list owner, must click the link in the approval email. Although it is possible to approve the subscription by email, clicking the link which uses the web interface is far simpler.



EW-TEST: santa.claus@CUANSCHUTZ.EDU requested to join

 LISTSERV@LISTS.UCDENVER.EDU LISTSERV Server (16.5) <LISTSERV@LISTS.UCDENVER.EDU>
To: [REDACTED]

 We removed extra line breaks from this message.

Start your reply all with:  Feedback

Fri, 17 Mar 2023 13:57:10

A request for subscription to the EW-TEST list (EW-TEST) has been received from Santa Claus <santa.claus@CUANSCHUTZ.EDU>.

You can, at your discretion, click on the following link to add this person to the list:

<http://lists.ucdenver.edu/scripts/wa.exe?LCMD=CHARSET=UTF-8+ADD+EW-TEST+santa.claus%40CUANSCHUTZ.EDU+Santa+Claus&L=EW-TEST>

You can also send the following command to LISTSERV@LISTS.UCDENVER.EDU to add this person to the list:

CHARSET UTF-8 ADD EW-TEST santa.claus@CUANSCHUTZ.EDU Santa Claus

----- Original mail header -----

X-Received: by LISTSERV@LISTS.UCDENVER.EDU from 10.4.1.68 (unverified) via 127.0.0.1 with TCP/IP (TCPGUI protocol, anonymous access)