Managing Owners and Editors on Listserv Lists

Owners of the list are the ones that will manage the settings of the list including adding and removing Editors, senders, and subscriber management.

Editors are added to be approved senders or moderators of the list. They do not have the ability to make changes to the list settings.

Below are instructions on how to manage the Owners and Editors of a list:

Log into the GlobalProtect VPN.

In your browser navigate to https://lists.ucdenver.edu

Log in with your University email address and password.

Click on List Management at the top menu and select List Dashboard. This should be the first thing you see when you log in.
Click on **Configure** under the list you want to manage owners and/or editors on.

Then go to the **List Maintenance** tab.

First thing you will see is the **Editor**= textbox. Here you will enter the new address on a new line. **Each line should contain one address with no spaces or special characters.** To remove an address simply delete that address line.

Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as editors of a list.
Scroll down to the **Owner** textbox and enter the new address on a new line. Each line should contain one address with no spaces or special characters. To remove an address simply delete that address line.

Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as owners of a list.

Once you are done adding and removing editors/owners, click the Save button at the bottom right of the page.

You will get confirmation at the top of the page that the list header was successfully updated.

**List Configuration (EW-TEST)**

The header of the EW-TEST list has been successfully replaced.