



# Managing Owners and Editors on Listserv Lists

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

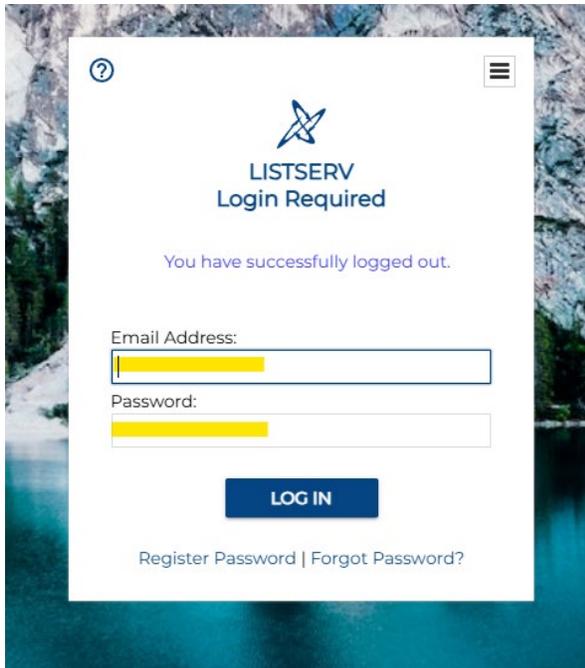
**Editors** are added to be approved senders or moderators of the list. They do not have the ability to make changes to the list settings.

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

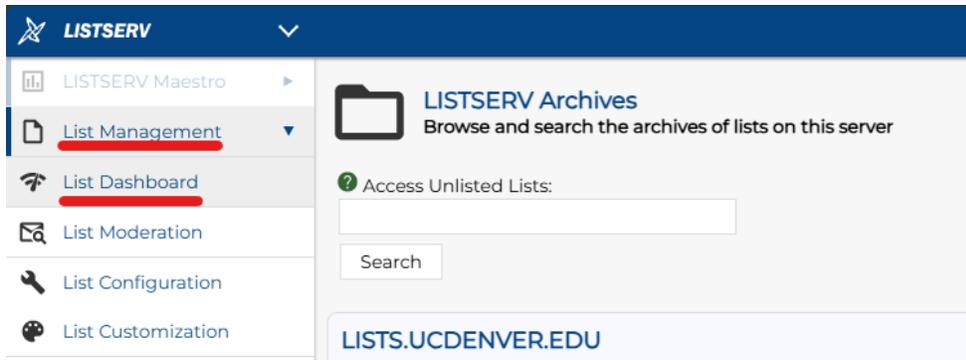
Log into the GlobalProtect VPN.

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

Log in with your university email address and password.

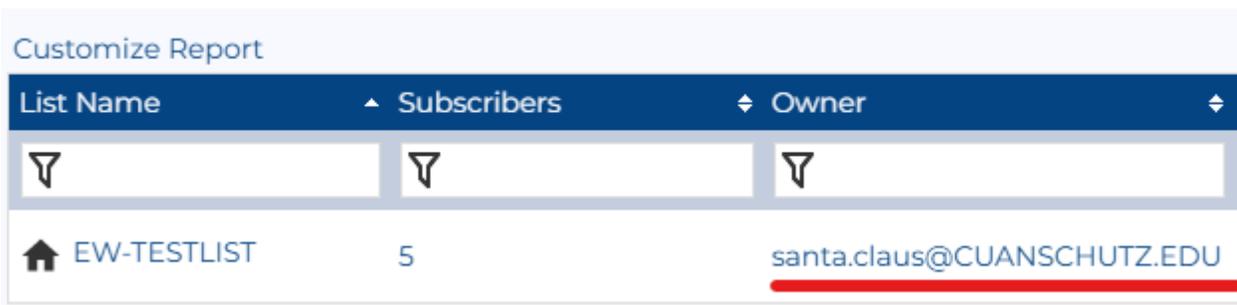


To view and access the lists you own, click **List Management** and then select **List Dashboard**.



## Adding and Removing Owners

To change Ownership of the list, click on the value under the Owner list you want to manage owners and/or editors on.



In the **Owner=** box you can add additional owners. 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. Quiet Owners have list administration privileges but do not receive administrative messages. Once done adding Owners, click the **Update** button. **\*\*\*Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as owners of a list.**



Edit OWNER Keyword For EW-TESTLIST

EW-TESTLIST@LISTS.UCDENVER.EDU

**Keyword**

? Owner=

santa.claus@cuanschutz.edu

joe@example.com

? Quiet:

godiva@example.com  
(EW-TESTLIST-ADMIN)  
Owner(OTHERLIST)

Defines the owners of the list.

UPDATE

## Adding and Removing Editors

To add and remove Editors, go to **List Configuration** under **List Management** in the left menu. Then go to **Administrators**.

The screenshot shows the Listserv web interface. On the left is a navigation menu with the following items: LISTSERV Maestro, List Management (selected), List Dashboard, List Moderation, List Configuration (highlighted in yellow), List Customization, List Reports, Subscriber Reports, List Activity Reports, and Subscriber Management. The main content area is titled 'List Configuration' and includes a search box for keywords. Below the search box are three tabs: 'My Configuration', 'Descriptions', and 'Administrators' (which is selected and underlined in red). The 'Administrators' tab shows the configuration for the list 'EW-TESTLIST@LISTS.UCDENVER.EDU' with a 'Keyword' field.

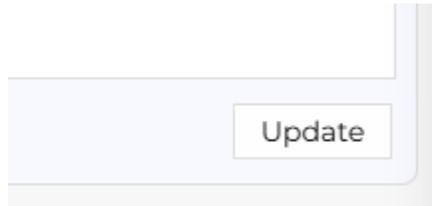


Scroll down to the **Editor=** section. Here you will enter the new address on a new line. Each line should contain one address with no spaces or special characters. To remove an address simply delete that address line.

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

The screenshot shows a section titled "Editor=" with a question mark icon. To the right is a large empty text input box. Below the input box, the email address "fred@example.com" is listed, followed by "(EW-TESTLIST)" in parentheses.

Once you are done adding and removing editors, click the Update 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.

The screenshot shows a confirmation message in a light gray box. On the left is a wrench icon. To its right, the text reads "List Configuration" in blue, followed by "Edit the configuration of a LISTSERV list" in black. Below this, a blue line of text states: "The header of the EW-TESTLIST list has been successfully replaced."