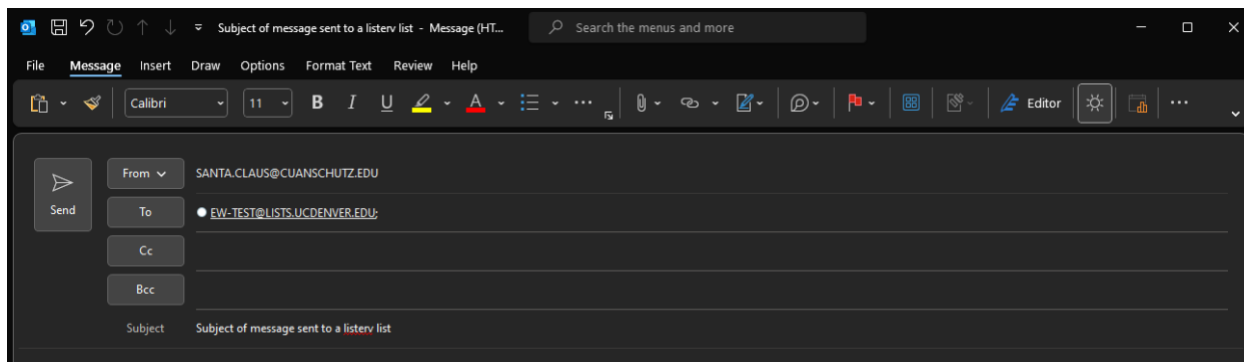




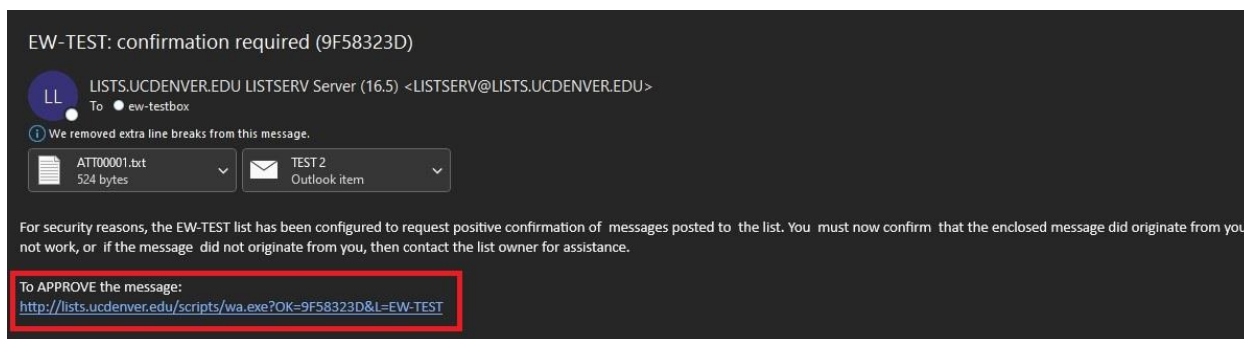
Sending Messages to a Listserv

To send an email to your ListServ list simply email the list address from your Outlook. If you are an authorized sender or owner, you can send emails to the list. Please refer to our other guide on the Listserv service page on the OIT website for managing senders on a list.

Create a new message and type the listname@lists.ucdenver.edu in the To: field. (Here, "listname" is the name of your list). Type the subject the body of the message and then click Send.



Most lists are configured to confirm you are the sender and that you want to send that mailing out. This gives you a chance to review the message before distributing it to all subscribers. You will get an email like the screenshot shown below shortly after you sent the first email out. To approve the message, you can simply click on the **APPROVE** link you get in the email (below in blue) and that will confirm your wish to send this email. It will then be sent out to the intended recipients.



Keep in mind that delivery of messages sent to the listserv may be delayed depending on usage of the listserv at that time. Do not attempt to re-send the message multiple times, as that will just create more delays. If you have any issues, please reach out to the OIT Service Desk, <https://www.cuanschutz.edu/offices/office-of-information-technology/get-help>.