

Listserv List Management – Manage Subscribers

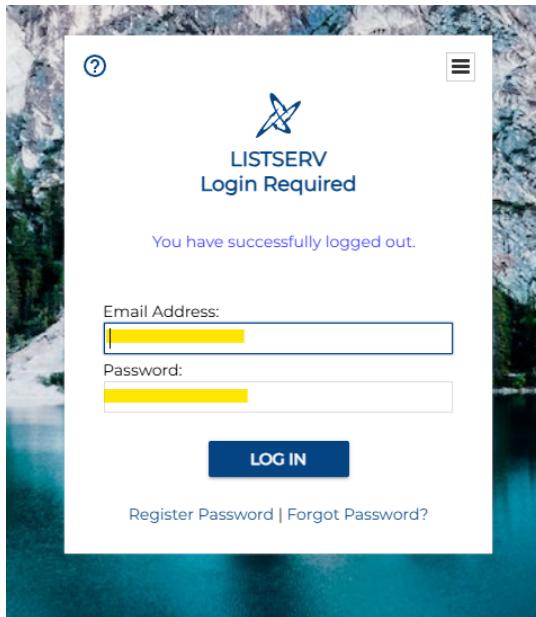
Please note that ListServ is behind the University firewall, so you will need to be on-campus connected to the secure wifi or ethernet, on the VPN via GlobalProtect, or using a desktop session via VMWare at remote.ucdenver.edu, in order to access the ListServ interface. More information about the VPN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

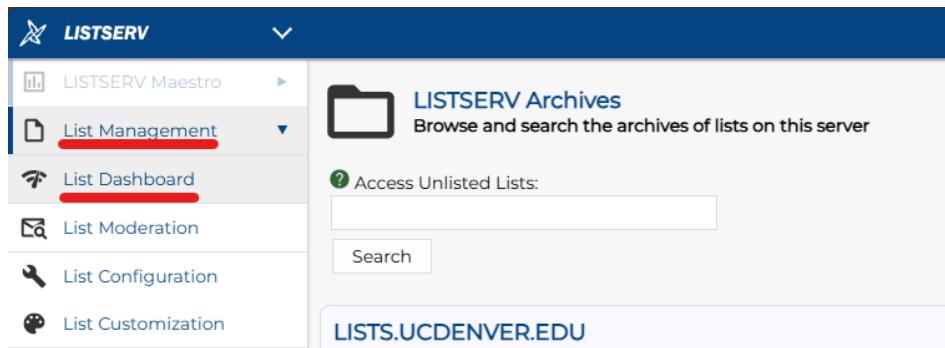
Then click “Log In” in the upper right corner.

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



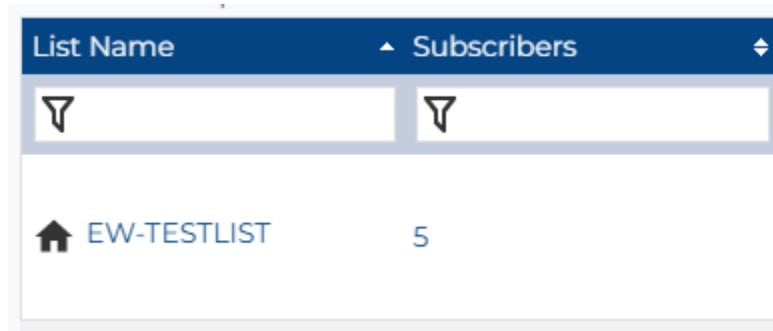
View, Add, and Remove Subscribers

To view the subscribers on the lists you own click **List Management** and then select **List Dashboard**.



The screenshot shows the LISTSERV Maestro interface. The left sidebar has a tree view with 'LISTSERV Maestro' at the root, followed by 'List Management' (which is expanded and highlighted with a red box), 'List Dashboard' (which is also highlighted with a red box), 'List Moderation', 'List Configuration', and 'List Customization'. The main content area is titled 'LISTSERV Archives' with the sub-instruction 'Browse and search the archives of lists on this server'. It includes a 'Access Unlisted Lists:' dropdown, a search input field, and a 'Search' button. At the bottom, it displays 'LISTS.UCDENVER.EDU'.

Here you will see all the Lists you are an Owner of. On the list dashboard next to the list, click on the number under Subscribers.



The screenshot shows a list dashboard with a table header 'List Name' and 'Subscribers'. Below the header, there is one list entry: 'EW-TESTLIST' with '5' subscribers. The list entry includes a home icon and a magnifying glass icon.

List Name	Subscribers
EW-TESTLIST	5

Here you can view and search all subscribers on the list. You can also add a new single subscriber directly.

 **Subscriber Reports**
View, add and delete subscribers and change subscription settings

[? Add Subscriber: \(Bulk Operations\)](#)

nancy@xyz.com Nancy Travis [Add Subscriber](#)

Send Email Notification

EW-TESTLIST@LISTS.UCDENVER.EDU (5 Subscribers)

[? Report Format:](#) [Table](#) [Update](#)

[Check All](#) | [Uncheck All](#)

[Customize Report](#)

Subscribers	Mail Style
<input type="checkbox"/> [REDACTED]@CUANSCHUTZ.EDU	Regular
<input type="checkbox"/> ew-testbox@UCDENVER.EDU No Name Available	Regular
<input type="checkbox"/> [REDACTED]@GMAIL.COM No Name Available	Regular
<input type="checkbox"/> santa.claus@CUANSCHUTZ.EDU Santa Claus	Regular
<input type="checkbox"/> [REDACTED]@CUANSCHUTZ.EDU	Regular

[? Lines per Page:](#) [50](#) [Update](#)

[Delete Subscribers](#)

You can remove a subscriber by selecting the check box next to their address and then click Delete Selected Subscribers. Then hit the submit button.

Subscribers

<input type="checkbox"/>	████████@CUANSCHUTZ.EDU
<input type="checkbox"/>	ew-testbox@UCDENVER.EDU No Name Available
<input checked="" type="checkbox"/>	████████@GMAIL.COM No Name Available
<input type="checkbox"/>	santa.claus@CUANSCHUTZ.EDU Santa Claus
<input type="checkbox"/>	████████@CUANSCHUTZ.EDU

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You can also manage subscribers on the lists you own by clicking **Subscriber Management** underneath **List Management** on the left menu.

LISTSERV

- LISTSERV Maestro
- List Management
- List Dashboard
- List Moderation
- List Configuration
- List Customization
- List Reports
- Subscriber Reports
- List Activity Reports
- Subscriber Management

Subscriber Reports
View, add and delete subscribers and change subscriber settings

Add Subscriber: (Bulk Operations)
nancy@xyz.com Nancy Travis

Send Email Notification

EW-TESTLIST@LISTS.UCDENVER.EDU (5 Subscribers)

Report Format: Table

Here you can select a list from the drop-down menu and then add a new subscriber email address. You can choose whether to notify the user or not.



Subscription Management

Add, delete or change subscriptions

?

Search for Subscribers (EW-TESTLIST):

henry@somewhere.com

Henry Brown

Search

EW-TESTLIST@LISTS.UCDENVER.EDU

Email Address and Name:

henry@somewhere.com Henry Brown
Henry Brown <henry@somewhere.com>

Notification:

- Send Email Notification
- Do Not Notify the User

Add Subscriber

If you search for a subscriber you can delete them or modify their settings.

 **Subscription Management**
Add, delete or change subscriptions

EW-TESTLIST@LISTS.UCDENVER.EDU

Notification:

Send Email Notification
 Do Not Notify the User

Name:
No Name Available

Email Address:
ew-testbox@ucdenver.edu

Subscribed Since: 15 Jan 2025

Subscription Type:

Regular
 Digest (Traditional)
 Digest (HTML Format)
 Index (Traditional)
 Index (HTML Format)

Mail Header Style:

Normal
 Normal (List Name in Subject Line)

Acknowledgements:

No Acknowledgements
 Short Message Confirming Receipt
 Receive Copy of Own Postings

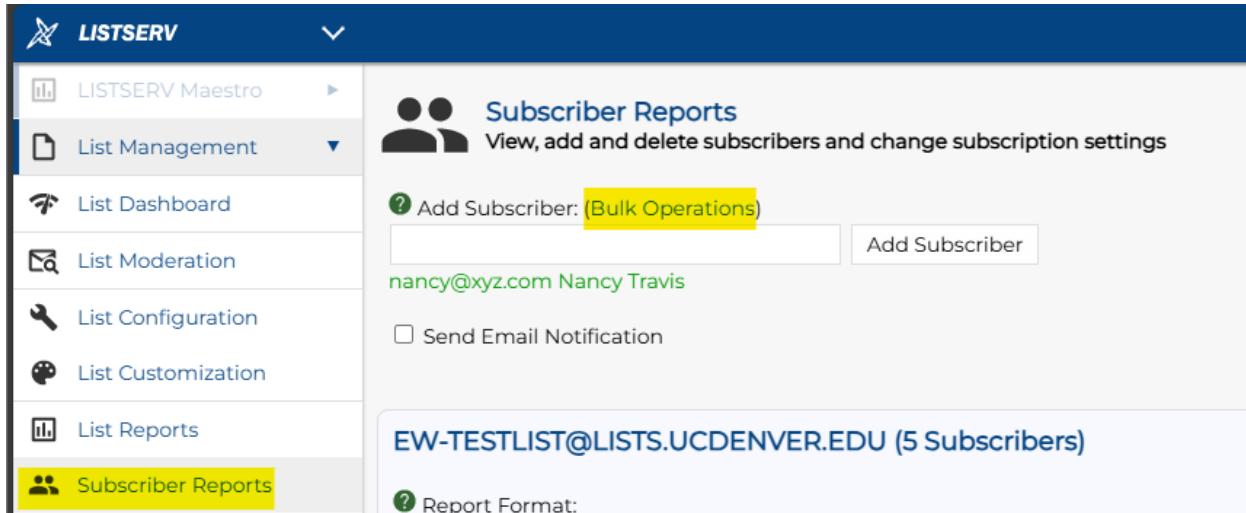
Miscellaneous:

Mail Delivery Disabled Temporarily
 User is Exempt from Renewal/Probing
 User May Bypass Moderation
 All Postings Sent to List Owner for Review
 User May Not Post to List

[Update Settings](#) [Delete](#) [Delete From All Lists](#)

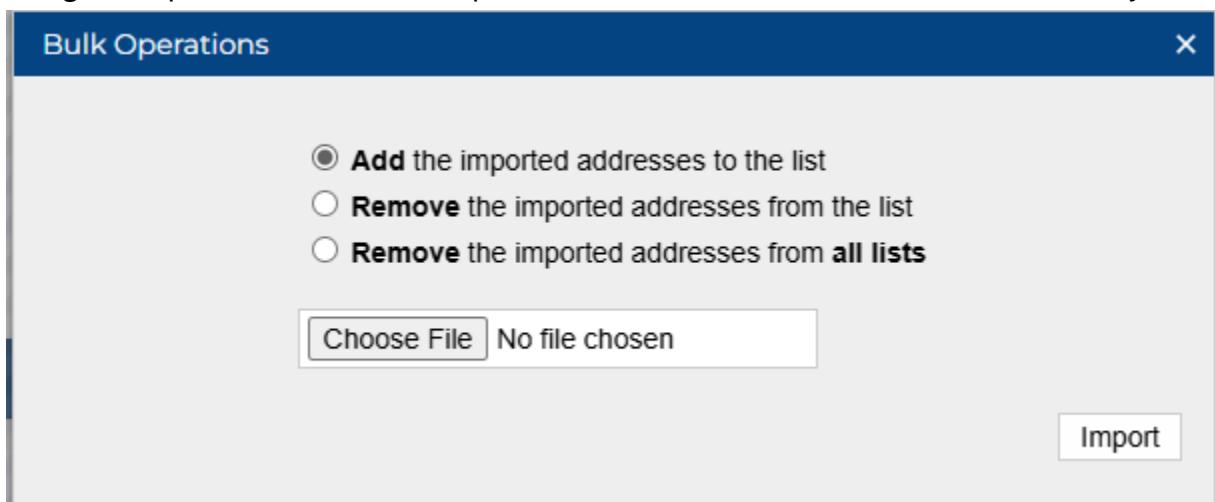
Bulk Adding subscribers

You can add a list of subscribers by using the **Bulk Operations** on the **Subscriber Reports** page.



The screenshot shows the LISTSERV Maestro interface. The left sidebar has a 'List Management' section with 'List Dashboard', 'List Moderation', 'List Configuration', 'List Customization', 'List Reports', and 'Subscriber Reports'. The 'Subscriber Reports' item is highlighted with a yellow box. The main content area is titled 'Subscriber Reports' with the sub-instruction 'View, add and delete subscribers and change subscription settings'. It shows a placeholder 'Add Subscriber: (Bulk Operations)' with an input field containing 'nancy@xyz.com Nancy Travis' and a 'Send Email Notification' checkbox. Below this is a list for 'EW-TESTLIST@LISTS.UCDENVER.EDU (5 Subscribers)'. At the bottom, there's a 'Report Format:' section and a 'Bulk Operations' button.

In the box that pops up you will select **Choose File** to import a file you create with the list of addresses and then hit **Import**. You can also remove users in bulk as well. Be careful when using bulk operations because it is possible to delete all the subscribers inadvertently.



The dialog box is titled 'Bulk Operations'. It contains three radio buttons: 'Add the imported addresses to the list' (selected), 'Remove the imported addresses from the list', and 'Remove the imported addresses from all lists'. Below the radio buttons is a 'Choose File' button with the text 'No file chosen'. At the bottom right is an 'Import' button.

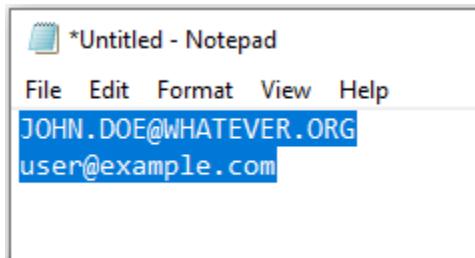
Instructions for creating the file are listed below.

Format of the bulk operations import file

The format of the input file for bulk operations is a **TXT** or **CSV** file with one address per line.

Be sure not to include any spaces at the end of the address or any special characters.

Using Notepad you can paste the addresses with one address per line like the screenshot below. Then save as a .TXT file.



You can also use Excel to put all addresses into one column. Then save the file as a .CSV file.

