

# Subscriber Management

1. Before you can access a listserv list management page you will first need to register your account before you can login.

<http://listserv.plsinfo.org/cgi-bin/wa.exe?GETPW1=ADMIN&X=&Y=>



The screenshot shows the LISTSERV 16.0 interface. At the top, there is a blue header with the LISTSERV logo and the text 'LISTSERV 16.0'. Below the header, there are two links: 'Subscriber's Corner' and 'Email Lists'. The main heading is 'Register LISTSERV Password' in red. Below this, a red message states: 'You must fill in all fields to register your password.' The registration form itself is titled 'Register LISTSERV Password' and contains the following text: 'Please enter your email address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.' The form includes three input fields: 'Email Address:', 'Password:', and 'Password (Again):' with a '(Verification)' label to the right of the second field. A 'Register Password' button is located at the bottom of the form.

2. After you have entered your email address and a password click the register password

## Accessing the Listserv List Management Page

1. Below is the URL to access the listserv list management page.

<http://listserv.plsinfo.org/cgi-bin/wa.exe?LMGT1>

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2. Enter your email address and your password.

[Subscriber's Corner](#) [Email Lists](#)

**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:

[LISTSERV.PLSINFO.ORG](http://LISTSERV.PLSINFO.ORG)

3. To add or remove subscribers click the list management drop down and click the subscriber management option.

Logged in as: [saml@smcl.org](#) ( Owner )

 **LISTSERV 16.0**

[List Management](#) ▾ [Subscriber's Corner](#) [Email Lists](#)

- List Dashboard
- List Configuration ▶
- List Reports ▶
- Customization ▶
- Subscriber Management**
- LISTSERV Command

**ent Dashboard (TESTINGLIST)**

Show Lists:

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**Dashboard for [saml@smcl.org](#)**

**Technical Support**

 Technical support has been enabled. If you encounter problems with your lists, you can contact

# Subscriber Management

## Adding a subscriber

1. Enter in the email address followed by their first and name.

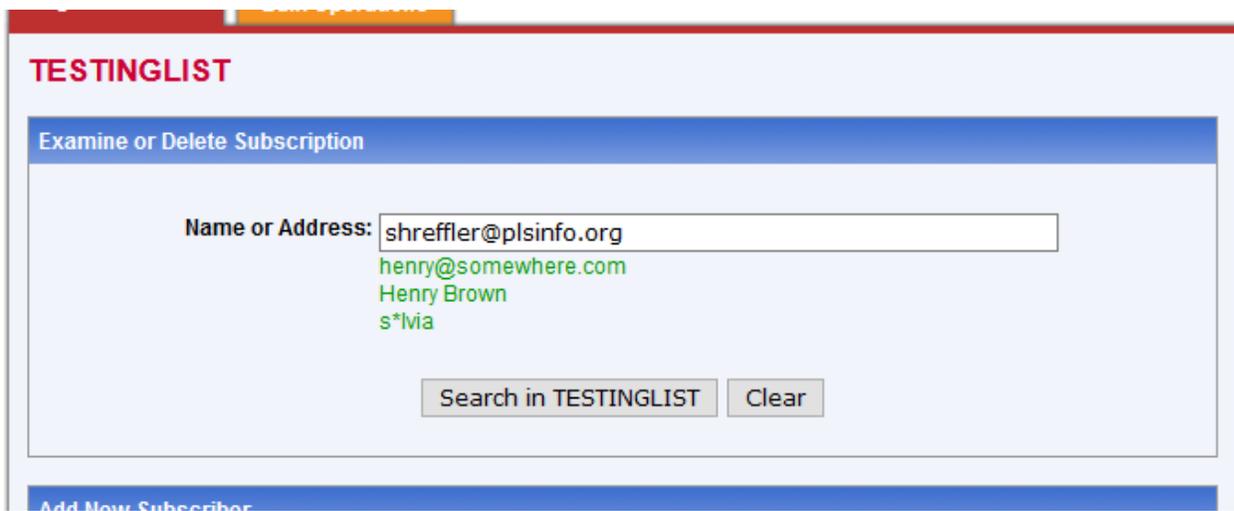


The screenshot shows a web interface for adding a subscriber. At the top, there are buttons for 'Search in TESTINGLIST' and 'Clear'. Below this is a blue header bar labeled 'Add New Subscriber'. The main form area contains a label 'Email Address and Name:' followed by a text input field containing 'shreffler@plsinfo.org Josh Shreffler'. Below the input field, there are three suggestions: 'henry@somewhere.com Henry Brown', 'Henry Brown <henry@somewhere.com>', and a radio button selection for 'Send Email Notification' (which is selected) and 'Do Not Notify the User'. At the bottom of the form are two buttons: 'Add to TESTINGLIST' and 'Clear'. Below the form, there is a link: 'Review List Members: [In Browser](#) | [By Email](#)'.

2. Then click the add to button.

## Removing a Subscriber

1. Enter in the name or email address.



The screenshot shows a web interface for removing a subscriber. At the top, there is a red header bar with the text 'TESTINGLIST'. Below this is a blue header bar labeled 'Examine or Delete Subscription'. The main form area contains a label 'Name or Address:' followed by a text input field containing 'shreffler@plsinfo.org'. Below the input field, there are four suggestions: 'henry@somewhere.com', 'Henry Brown', and 's\*lvia'. At the bottom of the form are two buttons: 'Search in TESTINGLIST' and 'Clear'. Below the form, there is a blue header bar labeled 'Add New Subscriber'.

2. Click the search in button.

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## Subscriber Management

### View or Set Subscription Options

**Notification Options:**

- Send Email Notification
- Do Not Notify the User

**Name:**

Josh Shreffler

**Email Address:**

shreffler@plsinfo.org

**Subscribed Since:** 21 Nov 2007

**Subscription Type**

- Regular
- Digest (traditional)
- Digest (MIME format)
- Digest (HTML format)
- Index (traditional)
- Index (HTML format)

**Mail Header Style**

- Normal LISTSERV-style header
- LISTSERV-style, with list name in subject
- "Dual" (second header in mail body)
- sendmail-style
- Normal LISTSERV-style (RFC 822 Compliant)

**Acknowledgements**

- No acknowledgements
- Short message confirming receipt
- Receive copy of own postings

**Miscellaneous**

- Mail delivery disabled temporarily
- Address concealed from REVIEW listing
- User is exempt from renewal/probing
- User may bypass moderation
- All postings sent to list owner for review
- User may not post to list

Click the delete button to remove the subscriber.