

## Chapter Listservs

A listserv is an email tool that allows chapter leaders to send an email to many people. All chapters have access to a UGA listserv that can be used to communicate directly with engaged constituents in their areas who opt-in to receive listserv communications. Use of the listserv is at the discretion of chapter leaders.

### How to Become a Listserv Administrator

*Must be a chapter leader*

1. Complete the [Memorandum of Understanding](#).
2. Email [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu) requesting administrator access. Access will be given to the email account from which you send the email, unless otherwise noted.
3. You will receive a confirmation email when you have been added. This will include the address of the listserv (e.g., [AlumAthens@listserv.uga.edu](mailto:AlumAthens@listserv.uga.edu)).

### How to Send an Email to a Listserv

*Must be a listserv administrator*

1. Address an email to the address of the listserv (e.g., [AlumAthens@listserv.uga.edu](mailto:AlumAthens@listserv.uga.edu)).
2. If you have multiple email accounts, you must use the email account that was given administrator access (i.e., if your personal email account was given administrator access, you will not be able to send from your work email account).
3. Mention the chapter name in the subject line or at the top of the email.
4. Include this footer at the bottom of your message:  
*To unsubscribe from this listserv, reply to this email or contact [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu).*
5. After sending if you receive a bounceback email stating an error, you may email [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu) for help.

### Listserv Information:

- Emails may take several minutes to be delivered after they are sent.
- When someone replies to the email, it will be sent to the sender (you!) and not the listserv. Only chapter leaders and Alumni Association staff are able to send messages through the listserv. Email recipients cannot “reply all.”
- A designated Alumni Association staff member will be included as a recipient on chapter listservs to review usage.
- Listservs *cannot* be used for personal use or activities unrelated to the chapter.
- Requests to be removed from the listserv must be completed as soon as possible. If you are not able to complete the request in a timely manner, send it to [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu) to be completed.

## How to Add Individuals to a Listserv

Must be a listserv administrator. Individuals can only be added if they have given specific consent. Any requests to add individuals to a listserv can be sent to [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu) or completed using the steps below. Bulk lists of emails can be sent to [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu) to add en masse.

1. Log into the UGA Listserv site at <https://listserv.uga.edu>.

**LISTSERV.UGA.EDU**

This LISTSERV server is located at LISTSERV.UGA.EDU. Below you will find all lists that have been configured for public archiving. To access a specific list, simply click on the name of the list in the table. To find confidential or unlisted lists, type in the list name in the search box to the right. For lists that have been configured with an HTML description, you can get more information about the list by hovering the mouse over the list name.

List Name	List Title
2015-2015CGCS	UGA Miracle 2015-2016 CGCs (18 Subscribers)
2015MIDFESTDIR	2015 MidFest Director (161 Subscribers)
2016JANFESTDIR	2016 JanFest Director (210 Subscribers)
3DUGA	3D Printing at UGA (33 Subscribers)
AAPTSACS	AAPT - Southern Atlantic Section (161 Subscribers)
ABBS-L	Athens Boy Band Society (4 Subscribers)
ABOUT-SCULPTURE	Info about UGA Sculpture Area (0 Subscribers)
ACA-L	Arab Cultural Association (339 Subscribers)
ACCLIBRARY-L	ACC Library News and Events (8006 Subscribers)
ACIT	Info Technology Committee (0 Subscribers)

**Access Unlisted Lists**

  
  
**Options**  
  
  
  
**Resources**  
  

2. Click *List Management* and in the drop-down menu select *List Dashboard*. Here you will see the listserv you have been granted access to use.

**THE UNIVERSITY OF GEORGIA**

Help for LISTSERV Archives  
UGA Help Desk  
Request a List

Subscriber's Corner Email Lists Log In

**LISTSERV Archives**

**LISTSERV.UGA.EDU**

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[2-ART-][ART4-CIC][CIL-DR][DS-FSA][FSA-GRAD][GRAN-LC][LG-PRO-][PROV-SHO][SHU-UGA-][UGA-USG-][USG-WO][WS-Y][Next]

List Name	List Title
2015-2015CGCS	UGA Miracle 2015-2016 CGCs (18 Subscribers)
2015MIDFESTDIR	2015 MidFest Director (161 Subscribers)
2016JANFESTDIR	2016 JanFest Director (210 Subscribers)
3DUGA	3D Printing at UGA (33 Subscribers)
AAPTSACS	AAPT - Southern Atlantic Section (161 Subscribers)
ABBS-L	Athens Boy Band Society (4 Subscribers)
ABOUT-SCULPTURE	Info about UGA Sculpture Area (0 Subscribers)
ACA-L	Arab Cultural Association (339 Subscribers)
ACCLIBRARY-L	ACC Library News and Events (8006 Subscribers)
ACIT	Info Technology Committee (0 Subscribers)
AFM-GAME-REV	AFM Game Revisitation (54 Subscribers)

**Access Unlisted Lists**

  
  
**Options**  
  
  
  
  
**Resources**

3. Under *Subscribers* click *View*.

The screenshot shows the 'List Management Dashboard (ALUMATHENS)'. At the top, there is a red header with the University of Georgia logo and navigation links like 'Help for List Management Dashboard', 'UGA Help Desk', and 'Request a List'. Below the header, there are navigation tabs: 'List Management', 'Subscriber's Corner', and 'Email Lists'. The main content area is titled 'Dashboard for alumnichapters@uga.edu'. It features a table with columns: 'List Name', 'Subscribers', 'Send', 'Subscription', 'Log: Subscribe', 'Log: Signoff', and 'Log: Post'. The 'ALUMATHENS [Configure]' list is shown with 2 subscribers. A blue arrow points to the '[View]' link in the 'Subscribers' column. Below the table, there is a note about changelog data and a 'Changelog Period' dropdown set to '1 Day'. At the bottom, there is a 'Lists per Page' dropdown set to '50' and an 'Update' button.

4. In the *Add Subscriber* entry field, enter the individual's email address and name in this format:

[john@xyz.com](mailto:john@xyz.com) (John Smith)

*Note: You must include a first and last name.*

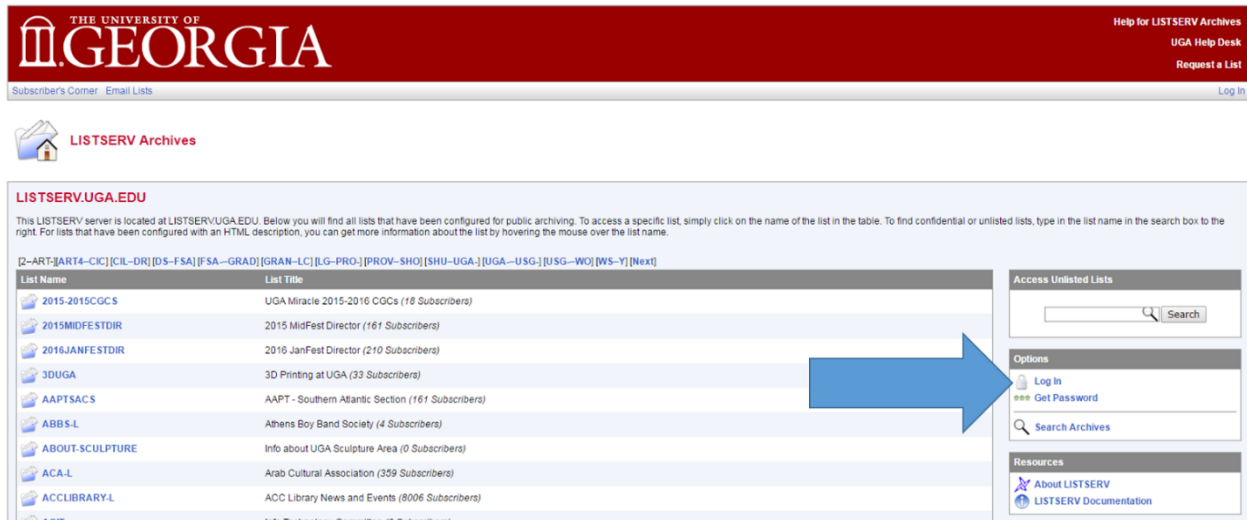
Click *Add Subscriber* and check that the name appears in the list of subscribers.

The screenshot shows the 'Subscriber Reports (ALUMATHENS)' page. It has a red header with the University of Georgia logo and navigation links like 'Help for Subscriber Reports', 'UGA Help Desk', and 'Request a List'. Below the header, there are navigation tabs: 'List Management', 'Subscriber's Corner', and 'Email Lists'. The main content area is titled 'Subscriber Reports (ALUMATHENS)'. It features a 'Report Columns' section with checkboxes for 'Mail Style', 'Ack', 'Conceal', 'Mail Status', 'Repro', 'HTML', 'Restrictions', 'Header Style', 'MIME', 'Subscription Date', 'Topics', and 'Renew'. Below this, there is a 'Report Format' dropdown set to 'On Screen'. The 'Search Options' section has a 'Search for Subscribers' field and a 'Search' button. The 'Subscriber Management' section has an 'Add Subscriber' field with the text 'nancy@xyz.com (Nancy Travis)' and an 'Add Subscriber' button. A blue arrow points to the 'Add Subscriber' button.

## How to Remove Individuals from a Listserv

Must be a listserv administrator. Any requests to remove individuals from a listserv can be sent to [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu) or completed using the steps below.

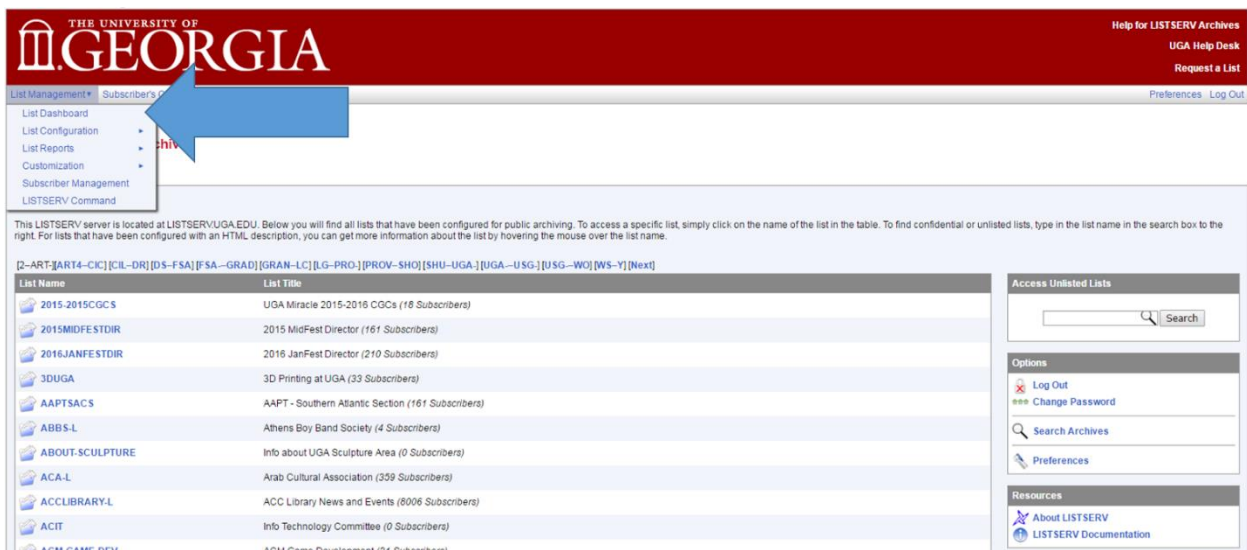
1. Log into the UGA Listserv site at <https://listserv.uga.edu>.



The screenshot shows the UGA Listserv Archives homepage. At the top is the University of Georgia logo and navigation links like 'Subscribers Corner', 'Email Lists', and 'Log In'. Below the header is a table of lists with columns for 'List Name' and 'List Title'. A blue arrow points from the '2015-2016CGCS' entry in the table to the 'Log In' button in the 'Options' sidebar on the right. The sidebar also includes a search box, 'Get Password', 'Search Archives', and 'Resources'.

List Name	List Title
2015-2016CGCS	UGA Miracle 2015-2016 CGCs (18 Subscribers)
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3DUGA	3D Printing at UGA (33 Subscribers)
AAPTSACS	AAPT - Southern Atlantic Section (161 Subscribers)
ABBS-L	Athens Boy Band Society (4 Subscribers)
ABOUT-SCULPTURE	Info about UGA Sculpture Area (0 Subscribers)
ACA-L	Arab Cultural Association (359 Subscribers)
ACCLIBRARY-L	ACC Library News and Events (8006 Subscribers)
ACIT	Info Technology Committee (0 Subscribers)

2. Click *List Management* and in the drop-down menu select *List Dashboard*. Here you will see the listserv you have been granted access to use.



The screenshot shows the 'List Management' dropdown menu on the UGA Listserv Archives homepage. A blue arrow points to the 'List Dashboard' option. The dropdown menu includes 'List Dashboard', 'List Configuration', 'List Reports', 'Customization', 'Subscriber Management', and 'LISTSERV Command'. The background shows the same list table as the previous screenshot, but with an additional entry 'AFM GAME REV' at the bottom.

List Name	List Title
2015-2016CGCS	UGA Miracle 2015-2016 CGCs (18 Subscribers)
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AAPTSACS	AAPT - Southern Atlantic Section (161 Subscribers)
ABBS-L	Athens Boy Band Society (4 Subscribers)
ABOUT-SCULPTURE	Info about UGA Sculpture Area (0 Subscribers)
ACA-L	Arab Cultural Association (359 Subscribers)
ACCLIBRARY-L	ACC Library News and Events (8006 Subscribers)
ACIT	Info Technology Committee (0 Subscribers)
AFM GAME REV	AFM Game Management (54 Subscribers)

3. Under *Subscribers* click *View*.

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Help for List Management Dashboard  
UGA Help Desk  
Request a List

List Management • Subscribers Corner • Email Lists

List Management Dashboard (ALUMATHENS)

ALUMATHENS Home

Search Options  
Show Lists: [ ] Search

Dashboard for [alumnichapters@uga.edu](#)

List Name	Subscribers	Send	Subscription	Log: Subscribe	Log: Signoff	Log: Post
ALUMATHENS (Configure)	2 [View]		Open, Confirm [Edit]	[+]	[+]	[+]

[\*] Retrieving the changelog data requires a separate query. To load the subscribers automatically every time you access this page, see the "Owner Dashboard Changelogs" setting under Preferences.

Lists per Page: 50

Changelog Period: 1 Day

Update

4. In the list of subscribers, find the individual you want to remove and check the box next to their name. Then click *Delete Selected Subscribers*.

List Management • Subscriber's Corner • Email Lists

Subscriber Reports (ALUMATHENS)

ALUMATHENS Home

Report Columns (Check All | Uncheck All)

- Mail Style
- Ack
- Conceal
- Mail Status
- Repro
- HTML
- Restrictions
- Header Style
- MIME
- Subscription Date
- Topics
- Renew

Report Format: On Screen

Options

Search for Subscribers: [ ] Search

Subscriber Management

Subscriber: [ ] Add Subscriber

nancy@xyz.com (Nancy Travis)

ALUMATHENS (1 Subscriber)

Uncheck All

Subscriber Names	Mail Style	Mail Status	Restrictions	Subscription Date
<input checked="" type="checkbox"/> John@XYZ.COM John Smith	Regular	Mail	Post	30 Mar 2016

Subscribers per Page: 50

Delete Selected Subscribers

Send email notification of changes

Submit

LISTSERV.UGA.EDU

Questions? Contact [alumnichapters@uga.edu](mailto:alumnichapters@uga.edu).