



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 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).

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).
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.
5. After sending if you receive a bounceback email stating an error, you may email 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 to be completed.

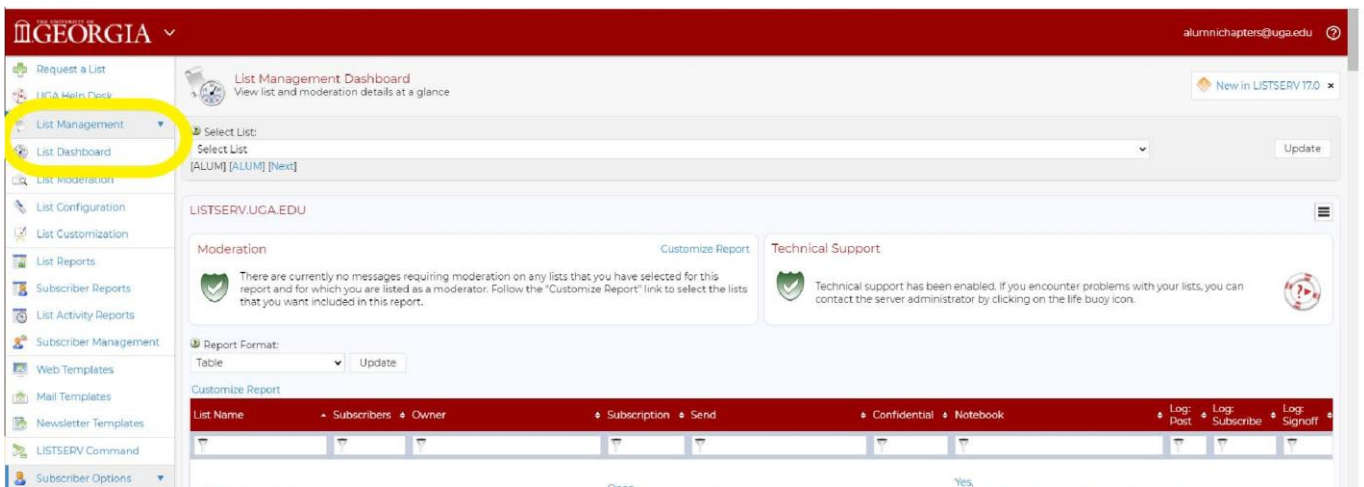
How to Add Individuals to a Listserv

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 or completed using the steps below. Bulk lists of emails can be sent to alumnichapters@uga.edu to add en masse.

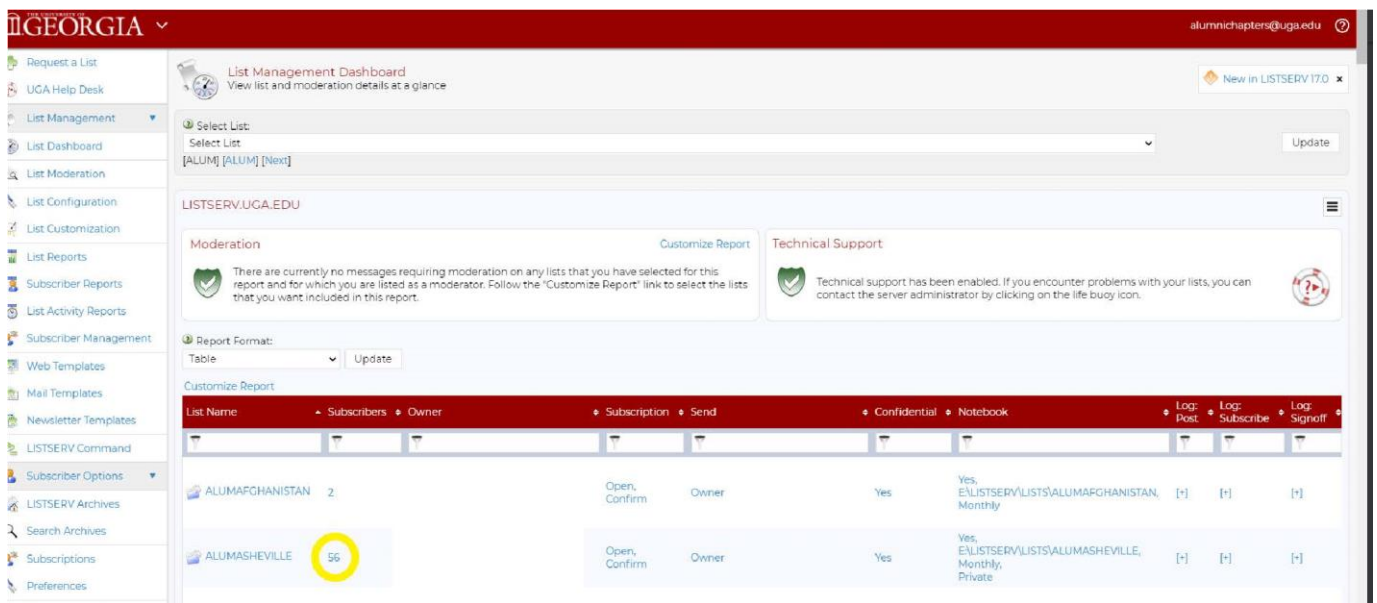
1. Log into the UGA Listserv site at <https://listserv.uga.edu>. You will log in with your email associated with Listserv. If it is your first time logging in, you need to [register a password](#).



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.



3. Under *Subscribers* click the number.

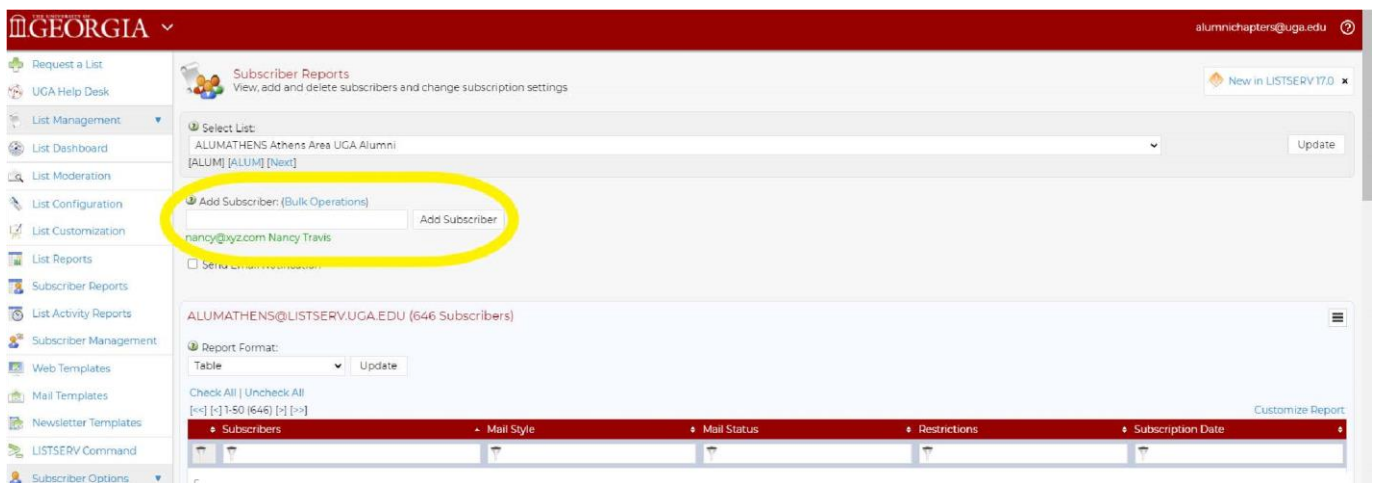


4. In the *Add Subscriber* entry field, enter the individual's email address and name in this format:

john@xyz.com John Smith

Note: You must include a first and last name.

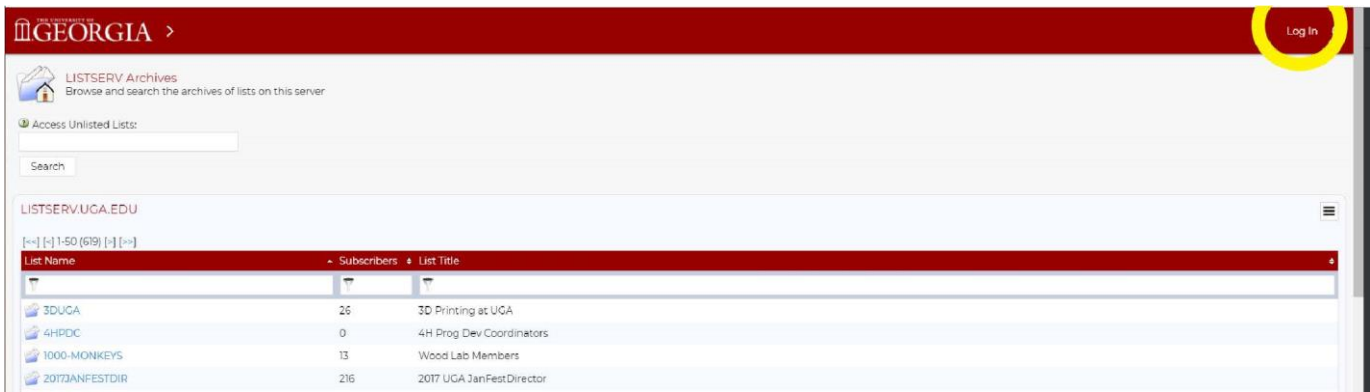
Click *Add Subscriber* and check that the name appears in the list of subscribers.



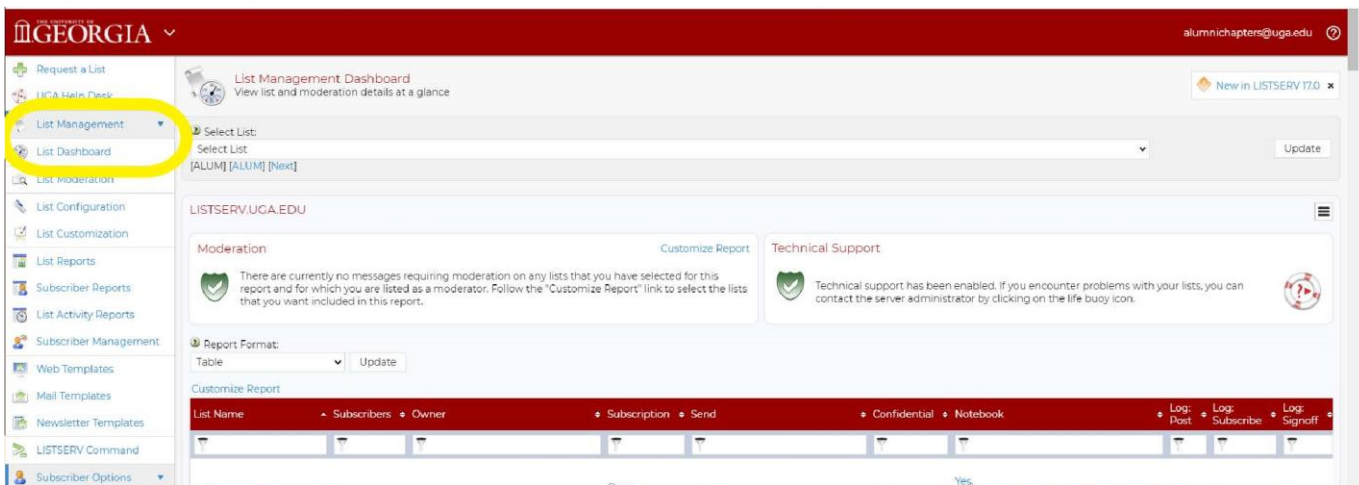
How to Remove Individuals from a Listserv

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

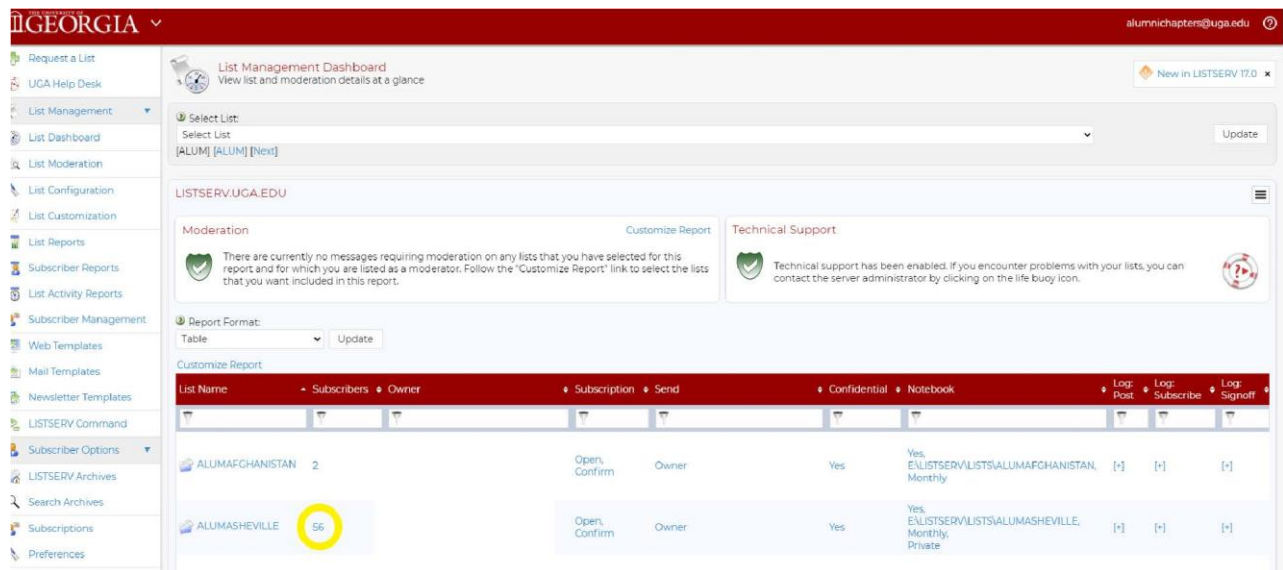
1. Log into the UGA Listserv site at <https://listserv.uga.edu>.



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.



3. Under *Subscribers* click the number.



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*.

The screenshot shows the UGA Listserv interface. The top header is red with the UGA logo and the email address alumnichapters@uga.edu. The left sidebar contains various navigation options, with 'Subscriber Options' selected. The main area displays a table of subscribers. The subscriber 'Hairy Dawg' (email: hairydawg@xyz.com) is selected, indicated by a checked checkbox. Below the table, there are controls for 'Lines per Page' (set to 50) and an 'Update' button. The 'Delete Subscribers' button is highlighted with a yellow circle.

<input type="checkbox"/>	Subscriber Name	Type	Frequency	Category	Last Update
<input type="checkbox"/>		Regular	Mail	Post	6 Apr 2017
<input type="checkbox"/>		Regular	Mail	Post	28 Aug 2019
<input type="checkbox"/>		Regular	Mail	Post	18 Jul 2018
<input type="checkbox"/>		Regular	Mail	Post	4 Apr 2017
<input type="checkbox"/>		Regular	Mail	Post	4 Dec 2017
<input type="checkbox"/>		Regular	Mail	Post	2 Jun 2021
<input type="checkbox"/>		Regular	Mail	Post	25 Jul 2016
<input type="checkbox"/>		Regular	Mail	Post	8 Sep 2021
<input type="checkbox"/>		Regular	Mail	Post	10 Aug 2018
<input type="checkbox"/>		Regular	Mail	Post	11 May 2020
<input type="checkbox"/>		Regular	Mail	Post	6 Jun 2017
<input type="checkbox"/>		Regular	Mail	Post	6 Sep 2017
<input type="checkbox"/>		Regular	Mail	Post	3 Aug 2018
<input checked="" type="checkbox"/>	Hairy Dawg hairydawg@xyz.com	Regular	Mail	Post	2 May 2018

Questions? Contact alumnichapters@uga.edu.