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


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.

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.


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.

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.

Questions? Contact alumnichapters@uga.edu.