Guidelines for Requesting a Listserv for Your Committee

Access the listserv request form at:  http://listserv.cc.uga.edu/request.html

When you get to “List Affiliation,” enter “USG – System Office”

Decide who should be the List Owner. This person will be able to add and delete members, and will receive error messages related to the listserv.

Decide whether to have additional owners. These people will be able to add and delete subscribers, but will not receive error messages related to the listserv.

Under “Choose type of list.” select “Discussion List.”

Under “Choose who can join the list,” select “Private.”

Under “Confidentiality of the list,” select “Not Confidential.” This way your listserv will appear in lists of listservs.
List Archives:
Up to you whether to have archives for your list.

Initial Subscribers:

You can add or change the subscriber list later, but it is helpful to start with a list. You can get a list of names and emails of people on the official committee list at: https://www.usg.edu/committees/committees/

Click to Submit the form. Your listserv should be created within a few days.

**After Your List is Created**

You will manage your listserv by going to http://listserv.cc.uga.edu/. The first time you access your list, you will have to create a password. (Your userid/login is your USG email address.)

As soon as your list is set up, please go to List Configuration and select “List Configuration Wizard.”

You will then be asked to select the list you want to work with. If you only “own” one list, that will be the only choice. If you are an owner on more than one list, you will have to choose the one you want to work with.
Click on the “List Maintenance” tab. Scroll down to the “Owner=” section.

You should be listed as an owner, along with any additional owners.

**REALLY important:** In the owner section, there is a section for “Quiet” owners. Please enter the following three names exactly as I have listed them below. This will allow myself, the USG, and the UGA helpdesks to assist you if you get locked out or have problems with the listserv. (For example, the previous owner is long gone, and you need to get made the new owner.) The “Quiet” owners will not get error messages, and will intervene only on request. (For example, the previous owner is long gone, and you need to get made the new owner.) The “Quiet” owners will not get error messages, and will intervene only on request.

You should not need to do anything else on this page.

**Adding and Deleting Subscribers**

Go to [http://listserv.cc.uga.edu/](http://listserv.cc.uga.edu/)

In the List Management dropdown, choose Subscriber Management.

Select your list, if you have ownership of more than one.

You will get a screen that looks like the one below. This particular one is for the BORAACE (English) listserv.
At the bottoms of the page, if you click on “Review List Members In Browser” a second tab will open up to give you a complete list of your listserv members. This is very handy! (When you’re done, you can close out the tab.)

If you want to add, delete, or correct information on an individual subscriber, use one of the two boxes (Examine or Delete Subscription or Add New Subscriber).

If you want to correct a listing, use “Examine or delete.” Enter part of the person’s name and click on the SEARCH button. A new screen will open up.
You only have a few choices to make here, but they are important.

If you are correcting a listing, choose “Send email notification” at the top. Make your corrections to Name and Email Address just below that, and choose “Update” at the bottom of the screen. You are done and the person will receive an email that you have fixed their listing.

If you are deleting a listing, you probably want to select “Do Not Notify the User” at the top. (This is important if the person is no longer at the institution. If you don’t click “Do Not Notify the User” you may get several days’ worth of error (undeliverable) messages. At the bottom of the page, click on “Delete.” You are done.

If you want to add someone to the listserv, use the “Add New Subscriber” box. Enter the email address and name in the format shown. Make sure the “Send Email Notification” button is checked so that the person will get a notice that they are on the listserv, along with instructions on how to access the listserv. Click on the “Add to . . .” button at the bottom. You are done.
and the person you added should both receive email notifications about the update to the listserv.