

# Guidelines for Requesting a Listserv for Your Committee

Access the listserv request form at:


[https://uga.teamdynamix.com/TDClient/2060/Portal/Requests/TicketRequests/NewForm?ID=E9e8t-DsNRU\\_&RequestorType=Service](https://uga.teamdynamix.com/TDClient/2060/Portal/Requests/TicketRequests/NewForm?ID=E9e8t-DsNRU_&RequestorType=Service)

## New Listserv Request

[+ Show Help](#) [- Hide Help](#)

Requesting a new Listserv

NOTE: All settings, other than list name and archive setting, can be modified by the owners via the web interface once the list has been created.

List owner's email address \* 

List Owner : Enter the primary list owner's name and e-mail address. The primary owner is responsible for managing the list, and will be notified of problem addresses via a daily report (for errors which can be interpreted by Listserv), or by bounced messages

List Owner's First Name \*

List Owner's Last Name \*

Additional Owner Email Address \*

barbara.brown@usg.edu

Additional Owner First Name \*

Barbara

Additional Owner Last Name \*

Brown

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.

Please enter me (Barbara Brown) as an additional owner. This will enable me to help you with your listserv. After your list is active, I will change my status to "Quiet owner" which will mean that I don't receive notifications, but can still help in case of emergency, and can change the listserv owner name as needed when new chairs or listserv managers are needed. My being an owner on your listserv ("Quiet" or otherwise) enables me to update your listserv when new members are appointed. I will not receive postings unless I am also listed as a member of the listserv (which I prefer not to be).

**List name, description, affiliation.** If your RAC has an acronym that it uses (e.g., AACON), I suggest you use that as the name, followed by -L (to indicate that it is a listserv). When you get to "List Affiliation," enter "USG." List University System of Georgia under "Institution" and "Regents' Advisory Committee" under "Department."

**List Name \* ?**

- 2-15 characters, including only letters, numbers and '-' (dash)
- List name is not case-sensitive
- The last two characters are often '-L' so it is easily recognized as list mail and not personal mail (example: ACME-L)
- Your list address will then be listname@listserv.uga.edu (ie.: ACME-L@listserv.uga.edu)
- Suggestion for naming class lists: use the class code, followed by your initials or section code if necessary to make a unique name. (ie.: BIOL1103H)

XXXXX-L

**Descriptive List Title \* ?**

- Up to 30 characters, case is respected
- Name should be a brief description of the purpose of the list
- Name is used as the Sender: "Name" on mail sent out from the list, ie., Sender: ACME Discussion Group (ACME-L@listserv.uga.edu)

A listserv for members of the XXXXX RAC.

**List Affiliation \***

- Student Organization List
- UGA Faculty, Staff, or Class List
- USG List

**Institution**

University System of Georgia

**Department**

Regents' Advisory Committee

**Type of list and more.** My suggested responses are filled in below. Under "Choose type of list," select "Discussion List." Under "Choose who can join the list," select "Private." Under "Confidentiality of the list," select "Confidential." This way your listserv will not appear in lists of listservs. Hopefully this will avoid the occasional random person asking to join your listserv. Under "Archives," select "No."

**Type of list \* ?**

Announcement List: A one-way list used for announcements, newsletters, and similar types of communication. Only owners can post, replies to the list are not accepted. Additional authorized senders can be added once the list is created.

Discussion List: a multi-way discussion list. All subscribers can post. By default, replies will go to the list and list will not be moderated.

- Announcement List
- Discussion List

**Who can join the list \* ?**

Open lists can be subscribed to by anyone in the world on the Internet.

Private list subscriptions must be added by the list owner. Requests to subscribe to a private list are sent to the owner for consideration/action.

- Open
- Private

**Confidentiality of the list \* ?**

Confidential lists are not published on net-wide or local lists of lists, and do not appear in list searches. People will need to know the name of the list, and type it in, to access it via the web interface.

- Confidential
- Not Confidential

**Do you need archives for this list? \* ?**

UGA optionally provides web-accessible list archives. By default, access to list archives (regardless of other settings such as Confidential or Private) are available ONLY to list subscribers (Access privileges can be changed by the owner once the list has been created).

- No
- Yes

## 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/> Make sure you enter the information in the requested format!

Your BOR University System Office Liaison should be included on the listserv.

#### Initial Subscribers

If you'd like to have a list of subscribers added to your list at this time, enter them below. Note that the list owner(s) must also be subscribed to receive list posts.

Addresses should be submitted in the format:

userid@address Firstname Lastname  
userid@address Firstname Lastname

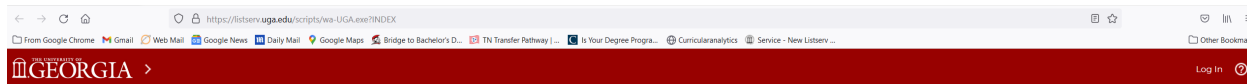
Your name \*

Your email address \*

Click to “Request” to submit the form. Your listserv should be created within a few days.

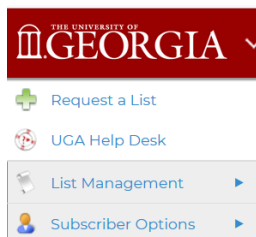
## After Your List is Created

You will manage your listserv by going to <https://listserv.uga.edu/>. Click on “Log In” (top right of screen.) The first time you access your list, you will have to create a password. (Your userid/login is your USG email address.)

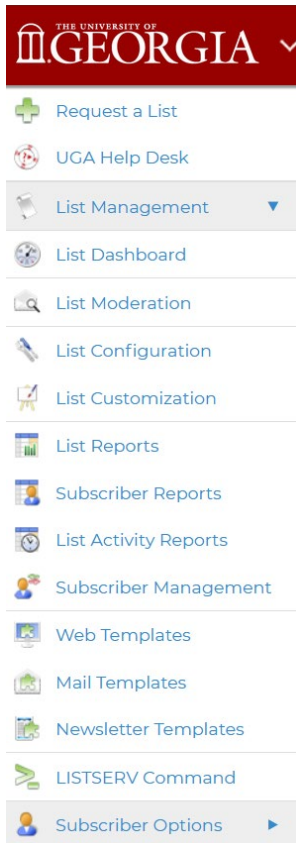


If you need technical help with a listserv, please email [helpdesk@uga.edu](mailto:helpdesk@uga.edu).

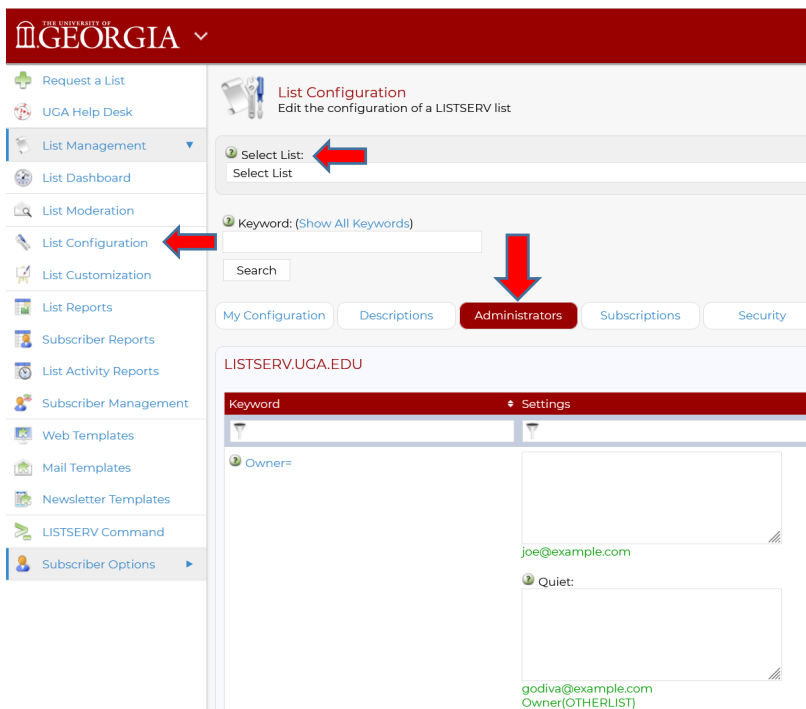
When you go to the listserv management page, you will see the navigation bar on the left.



Click on the triangle to the right of List Management to see the List Management options:



Click on “List Configuration.” 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 “Administrators” tab.

You should be listed as an owner, along with any additional owners. You may add owners if you wish.

**REALLY important:** In the owner section, there is a section for “Quiet” owners. Please enter the following information exactly as I have listed it below. This will allow the USG helpdesk to assist you if you get locked out or have problems with the listserv. UGA manages these listservs and by default, they have owner access. (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.

Quiet:

helpdesk@usg.edu ( Helpdesk )

godiva@example.com  
Owner(OTHERLIST)

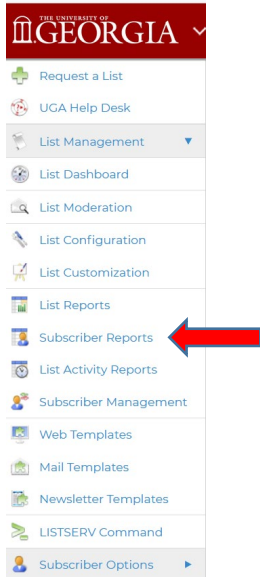
You should not need to do anything else on this page. But before you leave the page, scroll down and click the “Update” button on the bottom right of the page. You need to do this to save your changes.

Update

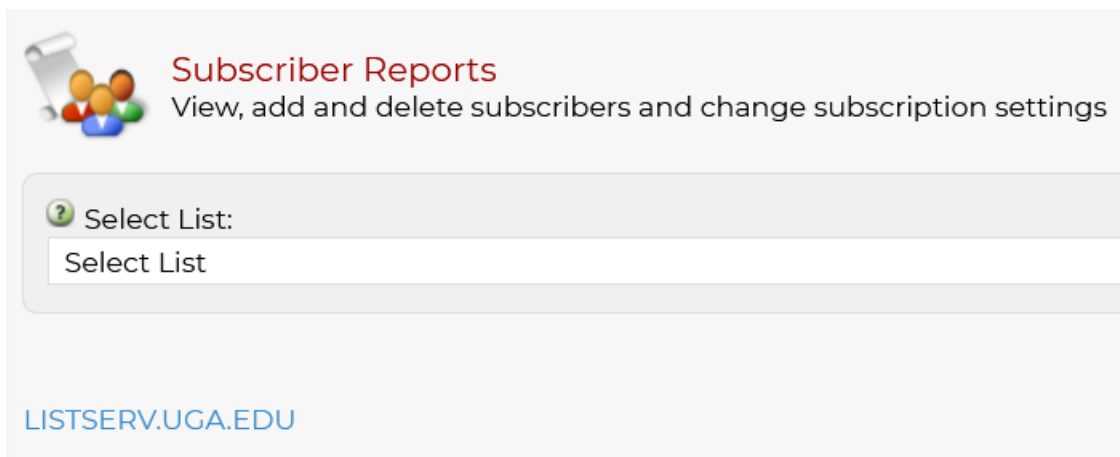
## To See a List of Subscribers

There are three ways to see a list of subscribers:

1. In the “List Management” drop-down, click on the “Subscriber Reports” button on the navigation bar.



Click on “Select List” near the top of the page to select your list. (It’s a drop-down.)



As soon as you have selected your list, you should see the complete listing displayed. You can copy the listing and paste into a spreadsheet if you wish.

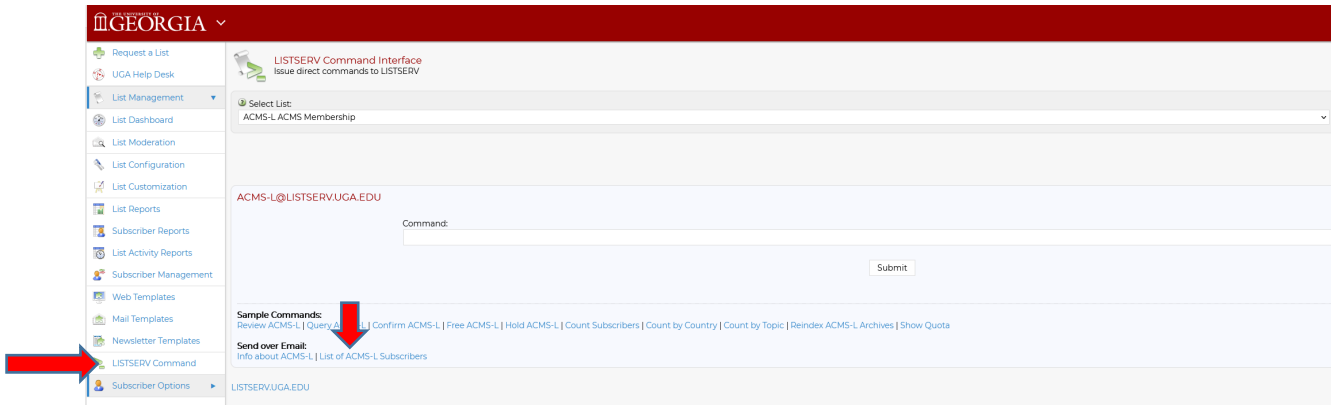
You can also add subscribers to your list by filling out the requested information at the top of the page and clicking on the “Add Subscriber” button.

You can delete subscribers by checking the box in front of their names and clicking on the “Delete Subscribers” button at the bottom of the page.

Before you leave the page, scroll down and click the “Update” button on the bottom right of the page to save your changes.

2. Click on the “LISTSERV Command” button on the navigation bar. A new window will open up. Under “Sample Commands:” click on the Review [listserv name] button. Your membership list will pop up in a nice concise format in a new window.

3. Again, click on the “LISTSERV Command” button on the navigation bar. A new window will open up. Under “Send over Email:” click on “List of [listserv name] Subscribers. Your membership list will be sent to you via email. (May take a moment.)

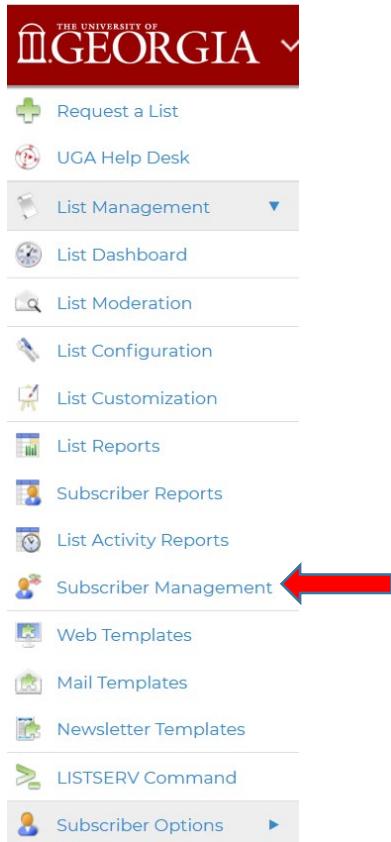


## Adding and Deleting Subscribers

You can also add, delete, or modify subscriber information on a page specifically designed for this.

Go to <https://listserv.uga.edu/>.

In the “List Management” drop-down, click on the “Subscriber Management” button on the navigation bar.





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 FLAAC (Foreign Language RAC) listserv.

Subscription Management  
Add, delete or change subscriptions

Select List:  
FLAAC-L Foreign Language RAC

Search for Subscribers (FLAAC-L):  
henry@somewhere.com  
Henry Brown  
Search

FLAAC-L@LISTSERV.UGA.EDU

Email Address and Name:  
henry@somewhere.com Henry Brown  
Henry Brown <henry@somewhere.com>

Notification:  
 Send Email Notification  
 Do Not Notify the User

Add Subscriber

If you want to delete or correct information for an individual subscriber, use the “Search for Subscribers” box. Fill in the information you have. Click the “Search Button.” A list of people on the listserv that match the criteria will appear. If there is more than one, select the one you want to work with. A new window will appear.

You only have a few choices to make here, but they are **important**.

Subscription Management  
Add, delete or change subscriptions

ACMS-L@LISTSERV.UGA.EDU

Notification:  
 Send Email Notification  
 Do Not Notify the User

Name:  
Barbara Brown

Email Address:  
barbara.brown@usg.edu  
Subscribed Since: 26 Jan 2021

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

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

Update Settings Delete Delete From All Lists

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 Settings” 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.

**Subscription Management**  
Add, delete or change subscriptions

ACMS-L@LISTSERV.UGA.EDU

Notification:  Send Email Notification  
 Do Not Notify the User

Name: Barbara Brown

Email Address: barbara.brown@usg.edu  
Subscribed Since: 26 Jan 2021

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

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

Update Settings Delete Delete From All Lists

If you want to **add someone to the listserv**, use the lower box on the Subscription Management window. 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 Subscriber” button at the bottom. You are done. You and the person you added should both receive email notifications about the update to the listserv.

 **Subscription Management**  
Add, delete or change subscriptions

Select List:  
FLAAC-L Foreign Language RAC

Search for Subscribers (FLAAC-L):  
  
 Henry Brown

FLAAC-L@LISTSERV.UGA.EDU

Email Address and Name:  
  
 Henry Brown <henry@somewhere.com>

Notification:  
 Send Email Notification  
 Do Not Notify the User

## Sending Email to Your Listserv

Your list address will be listname@listserv.uga.edu (ie.: [ACME-L@listserv.uga.edu](mailto:ACME-L@listserv.uga.edu)).

## Does Your RAC Already Have a Listserv?

Listservs currently exist for the following RACs:

- Academic Advising (RACAD-MEMBERS-L)
- Adult Learners (RACAL-L)
- Biological Sciences (BSAC-L)
- Data Science (RAC-DS)
- Distance Education (RACDE-L)
- eCore (ECORE-L)
- Educator Preparation (EDURAC-L)
- Effectiveness and Accreditation Executive Committee (RACEA-EXECOMM-L)
- Effectiveness and Accreditation Members (RACEA-MEMBERS-L)
- English (BORAACE)
- Foreign Languages (FLAAC-L)
- Geological Sciences and Geography (USGGEOL)
- Humanities (HUMRAC)
- Learning Support (LEARNSUP-L)
- Mathematics (ACMS-L)
- Psychology (RAC-PSYCHOLOGY)
- Sociology (SOCIRAC-L)
- Transfer Officers (TRANSFER-RAC-L)