Owners of LISTSERV-based e-mail lists hosted at CNS can maintain their lists using a Web-browser-based interface. This simplifies the maintenance process by providing menus of options, eliminating the need for listowners to remember the details of command keywords and syntax.

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Introduction

Owners of LISTSERV-based e-mail lists hosted at CNS can maintain their lists using a Web-browser-based interface [http://lists.ufl.edu/]. This simplifies the maintenance process by providing menus of options, eliminating the need for listowners to remember the details of command keywords and syntax.

The first page you will see upon accessing the list maintenance home [http://lists.ufl.edu/] is a general index of LISTSERV-related services available from CNS.

From this page, you can access the following services:

- View 
- Catalog: the official catalog of public LISTSERV© lists.
- Request creation of a new mailing list.
- Request creation of an automatically maintained class section mailing list.
- Online documentation in HTML format:
  - LISTSERV users' guide.
  - LISTSERV list owner's quick start.
  - LISTSERV list owner's guide.
  - LISTSERV site manager's guide.
- Access a variety of LISTSERV documentation.
- Owners of existing lists can access the mailing list management interface.

From this page, you can:

- View the archives of any list to which you have the appropriate access.
- View and search a catalog of all public LISTSERV lists world-wide.
- Request creation of a new mailing list.
- Faculty members (only) can request creation of an automatically maintained class section mailing list.
- Access a variety of LISTSERV documentation.
- Owners of existing lists can access the mailing list management interface.

Note

The final link on the page [Server management interface (LISTSERV administrator only)] is accessible only to CNS systems managers, and is for the purpose of managing the central LISTSERV service itself, not for managing individual lists. Listowners do not need nor have access to the Server management interface.
This document is concerned exclusively with the "Mailing list management interface" and the functions list owners can access via that link.

## Signing On to the List Management System

Before you are able to perform any list management tasks, you must first sign on to the list management system.

### Your LISTSERV Password

As suggested by the picture of the sign-in page (above), in addition to your e-mail address, you will be required to enter a password. LISTSERV maintains its own password database; it does not use GatorLink passwords, or other CNS system passwords (CICS, TSO, NERSP, etc.). LISTSERV passwords are completely separate.
If you already know your LISTSERV password, you can skip the rest of this section. Enter your e-mail address and LISTSERV password in the spaces provided, and click the **Login** button. Then skip to the section titled "Passwords and Cookies."

If you:

- don't have a LISTSERV password
- don't remember your LISTSERV password
- aren't sure whether you have a LISTSERV password or not

...then click the "get a new LISTSERV password" link (just above the "E-Mail Address:" entry space). You will then see the following page.

After clicking "Register Password", you will see the following message.

For the next step, you will need to check your e-mail. This must be the e-mail address you just entered on the "Registering your LISTSERV Password" page. After a short time (anywhere from a few seconds to a few minutes, depending on how busy the LISTSERV and e-mail systems are), you should receive a message similar to the one shown below.
Most users will be able to simply click on the link provided in order to finalize their LISTSERV password registration. Doing so should bring up the following Web page. If it does not, then read the e-mail message carefully and follow the instructions given for completing your registration via e-mail.

You can now sign on to the LISTSERV list management service. Click the "Log in" link in the blue panel at the left-hand side of the screen. You will then see the following "Login Required" page.
Enter your e-mail address (which owns your lists), and your LISTSERV password in the spaces provided. Then click the "Login" button. You should see the following message.

Click the "follow this link." instruction to access the main list management page.

**Passwords and Cookies**

By default, when you sign in to the LISTSERV system, it will place your e-mail address and LISTSERV password in a small file (known as a "cookie") on your computer’s hard drive. This will enable LISTSERV to continue to recognize you as you traverse the various sections of the LISTSERV list management system; without it, you might find that you are prompted to re-enter your e-mail address and password at fairly frequent intervals.

In general, allowing LISTSERV to maintain your e-mail address and password in a cookie is a useful convenience. However, if you are using a public computer (computer lab workstation, library terminal, etc.) then having LISTSERV set a cookie may be an unwise security exposure. In such circumstances, we advise you to use the "Login without setting a cookie" option provided on the "Login Required" page. This will help prevent someone else coming along using the same computer after you have left, from getting access to your LISTSERV lists.
List Management Home

Once you have completed the LISTSERV log-in process, you will see the following page.

All of the lists owned by the e-mail address with which you signed in are available to you for maintenance, via the drop-down menu (Please select a list) at the top of the page. (If any of your lists is missing from the drop-down menu, it is almost certainly because they are owned by a different e-mail address than the one you gave when you signed on.)

Select the list on which you wish to work by clicking on the list name in the dropdown menu.

Note

If you are an owner of a large number of lists, this drop-down menu may become somewhat unwieldy. The entry fields, "Owner:," "Narrow Selection:" , and "Items per Menu:" provide tools for you to focus on specific groups of lists, to make the task of navigating the menu more manageable. Clicking on the underlined words will bring up a help panel for each of these controls, explaining its function and usage.
Once you have selected a list, the page will change to display the name of the selected list, as shown in the following example. Note that the upper-left corner of the page now says "List Management for SAMPLE-L" (our example list-name). This is your indicator that a specific list has been selected, and that you can now perform management tasks on that list.

The various categories of tasks which you can perform from this page are represented by the blue buttons near the top. The function of each button is described in the help text, which takes up the bulk of the body of the page. Note that you may use the red "Hide Help" button to remove the help text, thereby substantially reducing the size of the page, if desired.

We recommend that you read the through all of the help-text at least once, to familiarize yourself with the various functions available.

Note that most of the buttons allow you to perform tasks on a specific list. Consequently, clicking on them has no effect until you have first selected a list.

Features Not Currently Implemented

Due to system load issues and other considerations, a few features listed on the LISTSERV Web interface pages are not currently implemented.

The following options which appear in the menus are available only to the system administrators (not to listowners nor regular list members):
• Creating Sublists
• Creating/Deleting List Archives
• Deleting Lists

The following features are available to list OWNERS only, but not to regular list members:

• All features under the "Subscriber's Corner"
• Moderation

For Further Assistance

If you have specific questions regarding how to perform some LISTSERV list-maintenance task which is not explained in this document or the built-in help in the List Management system, please contact the UF Computing Help Desk [mailto:helpdesk@ufl.edu] (352.392-HELP).

Your Comments are Welcome

We welcome your comments and suggestions on this and all CNS documentation. Please send your comments to:

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