Manage LISTSERV List Subscribers

Add Subscribers
Users are either added one at a time or in bulk. If you have a few users at a time, or one or two that trickle in, add them using the following instructions.

For a bulk add batch of many people, see page 5.

Add a single person
To add an individual subscriber to the list, follow these steps:

Once you log in, click on List Management > Subscriber Management

On the Subscriber Management page, select the list (if you own more than one) you want to modify under Select List
The options for managing subscribers in LISTSERV are easy!

Under the Single Subscriber tab, you can:

Examine or Delete a subscription

or

Add a New Subscriber

**Specify subscriber email address and name**
You can add a new subscriber easily. LISTSERV allows you to enter a subscriber’s address in two different ways:

1. `Email_address  Recipient_name`
2. `<Recipient_name> Email_address`

We strongly recommend the first format. It does not require the special angle brackets `< >` as part of the syntax.
For example:  botany.bay@cetialpha5.com Botany Bay

![Add New Subscriber](image)

You can choose to notify the user, or not. It’s your choice. For this example, the user was not notified. If you do send an email notification, all non-quiet list owners will also receive an email notification of the addition to the list.

When you click Add to [your list name here], LISTSERV will confirm the new subscriber on a new page:

![Subscriber Management (MARRA-TEST)](image)

You can continue to add people, one-by-one, for as long as you want.

**Examine or Delete Subscription**

If you need to delete, verify, or modify a subscriber, LISTSERV makes it easy.

Type the email address or part of the name of the subscriber (if you have been including subscriber names in your list) in the correct input box and click on the **Search in** button:

![Examine or Delete Subscription](image)

On the View or Set Subscription Options page, you get a lot of options. We’ll go through them step-by-step on the next page.
First in the list is basic information for the subscriber, including date added to list:

You can update the subscriber’s email address at this point if you need to.

You can change the subscription type, if needed. Usually, these settings don’t need modified:

These options are best changed if you know exactly what the change is and why you need it. Most list owners will leave this setting alone:

Someone who posts a message to a list does not normally receive a copy of his or her message by default. Changing the following option will allow them to receive a confirmation message (ACK) or a copy of their posting (REPRO).
You can disable mail delivery, change moderation requirements for the user, or block their posts:

![Miscellaneous options]

Click on the **Update** button if your goal was to modify a subscription and you made any changes to the settings.

You’ll return to the previous page, and an update on your actions will display at the top.

**Delete a Subscriber**

After searching for a subscriber in the Examine or Delete Subscription, make sure you have the correct person displayed.

Click on the **Delete** button. You will see a confirmation message displayed on the browser window.

If you had checked the box for email notification, the non-quiet owner(s) and the deleted subscriber will receive an email message alerting them of removal. If you are removing someone due to an invalid email address, you should uncheck the box for notification.

**Bulk Operations**

If you have many subscribers to add or remove, Bulk Operations is the easiest way to get them into the list. Select the desired list, click on List Management, and click on Subscriber Management. Click on the **Bulk Operations** tab.

![Bulk Operations tab]

*Caution:* Some of the functions offered through this page will **remove all subscribers** from MARRA-TEST. Double-check your selection before submitting.

**Function:**
- Add the imported addresses to MARRA-TEST; do not remove any subscribers.
- **Remove all subscribers** from MARRA-TEST, and add the imported addresses (to remove all subscribers, select this option and omit the input file).
- **Remove** the imported addresses from MARRA-TEST; do not add any subscribers.
- Remove the imported addresses from all lists.

**Input File:**
Add Subscribers in Bulk

Create text file using Notepad or TextEdit

In order to process a bulk list, you must create a plain text file in the word processor of your choice, with the names of your subscribers. Often, simple is better. Notepad and TextEdit can be good choices for the job. If you already have the names in an Excel worksheet, see the next section on how to create a usable text file.

The names must be formatted like this:

<table>
<thead>
<tr>
<th>Full Email Address</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:botanybay@cetialpha5.com">botanybay@cetialpha5.com</a></td>
<td>Botany Bay</td>
</tr>
<tr>
<td><a href="mailto:oftenwrongsoong@datadaddy.com">oftenwrongsoong@datadaddy.com</a></td>
<td>Noonian Soong</td>
</tr>
<tr>
<td><a href="mailto:borntobeborg@collective.com">borntobeborg@collective.com</a></td>
<td>Third of Five</td>
</tr>
</tbody>
</table>

[full email address] [space] [name] [repeat for entire list]

Save as a .txt file.

Creating a text file from Excel

If you already have a large collection of email addresses in Excel, you can extract that information and save it as a text file to import into LISTSERV. You might want to save a copy of the worksheet that has the information and work from the copy for this activity. Delete any columns other than email address and name. Make sure the email address is on the left hand side of the name. The names can be in one column or two.

In Excel 2010, click on the File tab and choose Save As.

Enter a filename. Select “Text (MS-DOS) (*.txt)” as the file type. Click on Save.

You will end up with a file that looks like this:

Don’t worry about the extra blanks between items; they will be ignored when you import the file.
Select Input File
When you have the text file of emails and names ready to import to your list, it is time to browse for the file and import the new subscribers. First, make sure you have the correct list selected then click on List Management > Subscriber Management > Bulk Operations.

Click on the Browse button next to the Input File input box:

Choose the Function you want. The top two options are for adding new subscribers.

- *Add the imported addresses, do not remove any subscribers* does what it says. The names in your txt file are added to the existing subscribers to your list.

- *Remove all subscribers, and add the imported addresses (to remove all subscribers, select this option and omit the input file)* is the option most people use when they maintain a master list with the names of desired subscribers. You add to it, update email addresses, delete unwanted individuals, then update your LISTSERV list by removing all of the current subscribers and replacing them with subscribers from the newly updated txt file.

Remove Subscribers in Bulk
The bottom three options are for removing subscribers.

- *Remove all subscribers, and add the imported addresses (to remove all subscribers, select this option and omit the input file)*
  
  If you decide not to add subscribers with this option, it can wipe your subscriber list clean so you can start over. You can also accidentally delete all of your subscribers if you forget to browse for and import the text file.

- *Remove the imported addresses, do not add any subscribers*
  
  If you have a list of people you need to remove, this is the way to do it. It only targets a group of emails you provide, and leaves the rest alone.

- *Remove the imported addresses from all lists*
  
  This is the firebomb. If you want to remove a list of people from ALL of the LISTSERV lists at WVU (not just the lists you manage), this is the way. Use this at your own risk!
Subscriber Reports

Another way to manage and view your subscribers is from the List Reports item.

Select the list you wish to review or update.

Click on List Management > List Reports > Subscriber Reports

You will see

You can add a single subscriber in the Subscriber Management area

You can select one or more subscribers by clicking the box in front of their names and then click on the Delete Selected Subscribers button.

You can update an individual’s email address or list settings by clicking on the blue name beneath the email address.