

# LISTSERV 16.0 Documentation

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To use the LISTSERV Web Interface, visit <https://list.pace.edu>. In order to access certain parts of the site, you will need to log in with your **full Pace e-mail address** (jdoe@pace.edu) and your **MyPace Portal Password**. If you have previously logged in with a departmental account, or some other e-mail account other than your main Pace e-mail account, please contact the ITS Help Desk at (914) 773-3648 or [itshelpdesk@pace.edu](mailto:itshelpdesk@pace.edu) for assistance.

## Viewing List Archives

1. Log in to <https://list.pace.edu> using your **full Pace e-mail address** and your **MyPace Portal Password**
2. You should already be on the **LISTSERV Archives** page. If not, from the top menu, click **Email Lists** and you will see the *LISTSERV Archive* page
3. Click on the name of any list to view the Archives page for that list. You can also use the search feature on the right to search for a specific list.

**Note: Most lists require you to be logged in and be a subscriber of the list in order to view the archives.**

4. In the **Latest Messages** textbox, at the top will be a list of the latest messages posted to the list. Underneath the *Latest Messages* textbox, you will see a list of all the months which have had at least one message posted. Click the month to see that month's posts. To the right, you can search within the archives

## Subscribing/Unsubscribing

### *Method 1: Via E-mail*

1. Send an e-mail to [listserv@list.pace.edu](mailto:listserv@list.pace.edu). Leave the subject blank, and in the body, type one of the following:  
subscribe listname-l FirstName LastName  
-or-  
unsubscribe listname-l

### *Method 2: Subscriber's Corner*

1. Log in to <https://list.pace.edu> using your **full Pace e-mail address** and your **MyPace Portal Password**

2. From the top menu, click **Subscriber's Corner**
3. To subscribe to a list:
  - a. Change the **Show All Lists** search option to **Show All Lists** to see every list you can subscribe to. You may also narrow down the list by entering a search term in **Show Lists**
  - b. Check the lists you would like to subscribe to, and then at the bottom of the lists, change the drop down menu from "--" to **Subscribe**
  - c. Click **Submit** to subscribe to those lists
4. To unsubscribe from a list:
  - a. Change the **Show All Lists** search option to **Show Subscribed Lists Only** to see only the lists you are subscribed to
  - b. Check the lists you would like to unsubscribe from, and then at the bottom of the lists, change the drop down menu from "--" to **Unsubscribe**
  - c. Click **Submit** to unsubscribe from those lists

### ***Method 3: From the List Archives***

1. Use the method above in **Viewing List Archives** to view the Archives page for a list
2. On the right side of the page, click **Subscribe or Unsubscribe**. If you are not subscribed to the list, you will be provided with a form that allows you to subscribe. If you are already subscribed, you can use this form to unsubscribe

## **Managing Lists You Own**

1. If you are the owner of at least one list, you will see a **List Management** link in the top menu. Click **List Management** and then select **List Dashboard**
2. On the *List Management Dashboard* page, you will see all the lists you own. From here, you can view and modify each list's subscribers, view and modify the configuration for each list, and view different logs
3. For help with the more advanced features of the *List Management Dashboard*, click the green Help icon  in the top right corner of the page, or contact the ITS Help Desk at (914) 773-3648 or [itshelpdesk@pace.edu](mailto:itshelpdesk@pace.edu)

## Adding and Removing Subscribers to Your Lists/Bulk Operations

*Note: Lists that have closed subscriptions must be populated using these methods by an owner. If a list has open subscription, however, people also have the option of subscribing using the methods listed above in **Subscribing/Unsubscribing**.*

1. If you are the owner of at least one list, you will see a **List Management** link in the top menu. Click that link then click **Subscriber Management**
2. If you own more than one list, there will be a drop-down menu of lists to choose from. From the **Select List** drop-down menu, choose the list you want to modify
3. To see if an e-mail address is in the list, to remove an address from the list, or to change how a particular subscriber receives messages, use the **Examine or Delete Subscription** section
4. To add a new subscriber, use the **Add New Subscriber** section
5. To have a list of subscribers sent to you via email, or to see all subscribers in a browser window, click one of the **Review List Members** links at the bottom of the page – **In Browser** will open the list within a Windows browser page and **By Email** will send you the owner a list of the subscribers via e-mail.
6. To add or remove multiple people at once using a file containing a list of email addresses, click the **Bulk Operations** tab. In this section, you will be asked to choose a text file, which must contain one email address per line. You can also choose what to do with that file (**Add everyone in the file to the list; Remove everyone in the file from the list; Empty the list first**, and then add everyone in the file; etc.).