



LISTSERV List Owner Information

There are two addresses you need to know when working with a LISTSERV.

- One is the e-mail address of the list itself:

listname@LS.SYSADM.SUNY.EDU

This is the address to use when you are sending a mail message to the list. The e-mail address for all lists hosted at SUNY System Administration are stored in the address book. In the address book type in the first few letters of your list address to auto-scroll down to the entry.

For example: LIST, SUNY PROVOST LIST

- The other is the e-mail address you use when sending maintenance commands for a list.

LISTSERV@LS.SYSADM.SUNY.EDU

This address is in the address book under user name: LISTSERV. Use this address when you need to use the following commands:

To get a personal LISTSERV password:

Since e-mail is inherently unsecured, many LISTSERV commands require that a list password be included. You should first obtain a list password sending the following command:

pw add yournewlistservpassword

To add a user to your list

For each user to be added to your list enter the following:

quiet add listname e-mail@host.address.edu Firstname Lastname pw=yourlistservpassword

- | | | |
|-------|--|--|
| Where | - quiet | = optional parameter, used only if you want to suppress user notification. |
| | - ADD | = the command verb |
| | - listname | = the name of your list. (For example, SUNY-L) |
| | - e-mail@host.address.edu | = the e-mail address of the user to be added. |
| | - Firstname Lastname | = the full name of the user to be added. |
| | - yourlistservpassword | = the password you picked above |

Example:

To add user "Jeff Jones", e-mail address JONESJ@SYSADM.SUNY.EDU to the SUNY-L list, enter the following in the body of an e-mail message to LISTSERV@LS.SYSADM.SUNY.EDU ADD SUNY-L JONESJ@SYSADM.SUNY.EDU
Jeff Jones

A notification of subscription will be sent to the owner and the user, unless you include the "QUIET" parameter.

To delete a user from your list

For each user to be deleted from your list enter the following:

quiet del listname e-mail@.host.address.edu pw=yourlistservpassword

The terms mean the same as described above for adding users.



Example:

To delete user "Jeff Jones", e-mail address JONESJ@SYSADM.SUNY.EDU, from the SUNY-L list, enter the following in the body of an e-mail:

```
DEL SUNY-L JONESJ@SYSADM.SUNY.EDU
```

A notification of removal will be sent to the user, unless you include the "QUIET" parameter.

More than one command can be sent with each e-mail message to LISTSERV. For example to add several users to a list at the same time:

```
ADD SUNY-L JONESJJ@SYSADM.SUNY.EDU Jeff Jones  
ADD SUNY-L USERJ@SYSADM.SUNY.EDU Joe User  
ADD SUNY-L HELPDESK@BINGHAMTON.EDU Binghamton Help Desk
```

Other commands:

To see who is on your list:

```
REVIEW listname f=mail
```

Example: REVIEW SUNY-L f=mail

To get just one mail message a day from the list:

```
SET listname DIGEST
```

Example: SET SUNY-L DIGEST

Set a specific LISTSERV member to NOMAIL:

```
QUIET SET [list-name] NOMAIL for e-mail.address@suny.edu
```

To learn more about LISTSERV:

```
INFO LISTSERV
```

```
INFO LISTOWNR
```

Instead of adding users to the list you could have them subscribe to the list themselves. They send an e-mail message to:

LISTSERV@LS.SYSADM.SUNY.EDU

Leave the subject line blank, and in the body of the message type:

```
SUBSCRIBE listname firstname lastname
```

For example: SUBSCRIBE SUNY-L JOHN DOE

To leave the list type:

```
UNSUBSCRIBE listname
```

Example: UNSUBSCRIBE SUNY-L