



# LISTSERV Usage Guide

-All steps must be done in Microsoft Outlook in a new e-mail message

-The body of the message is case sensitive

1. Setting up a password for a LISTSERV -- This is only done once and will remain your password for all LISTSERV's you work on.

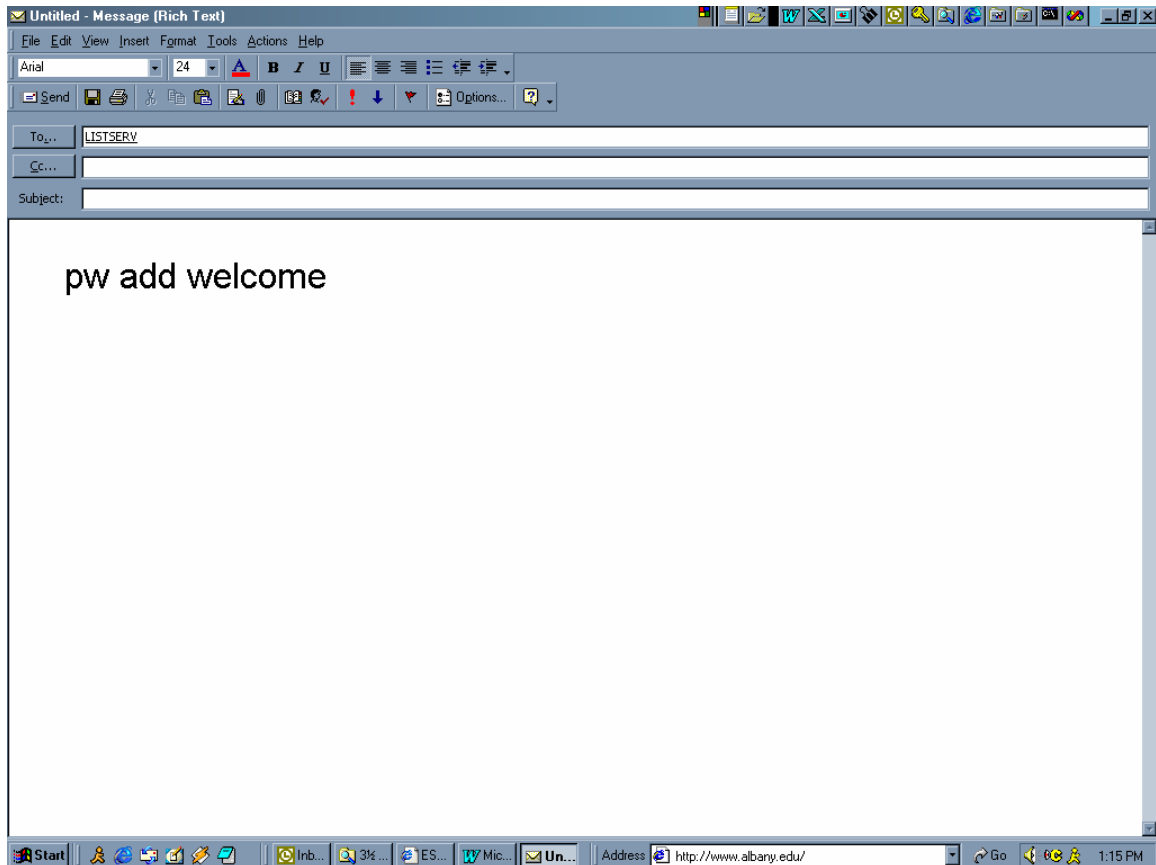
a) On the “**TO**” line type: **LISTSERV**

b) In the **body** of the message type: **pw add xxxxx** where xxxxx is the password you want

Ex: If you want “welcome” as your password you would type:

pw add welcome

c) Send the message, you will soon receive an e-mail back that asks you to confirm your password. Reply to the message saying only “ok” in the body of the message. Your password setup is then complete.



2. Adding a person to a LISTSERV

a) On the “**TO**” line type: **LISTSERV**

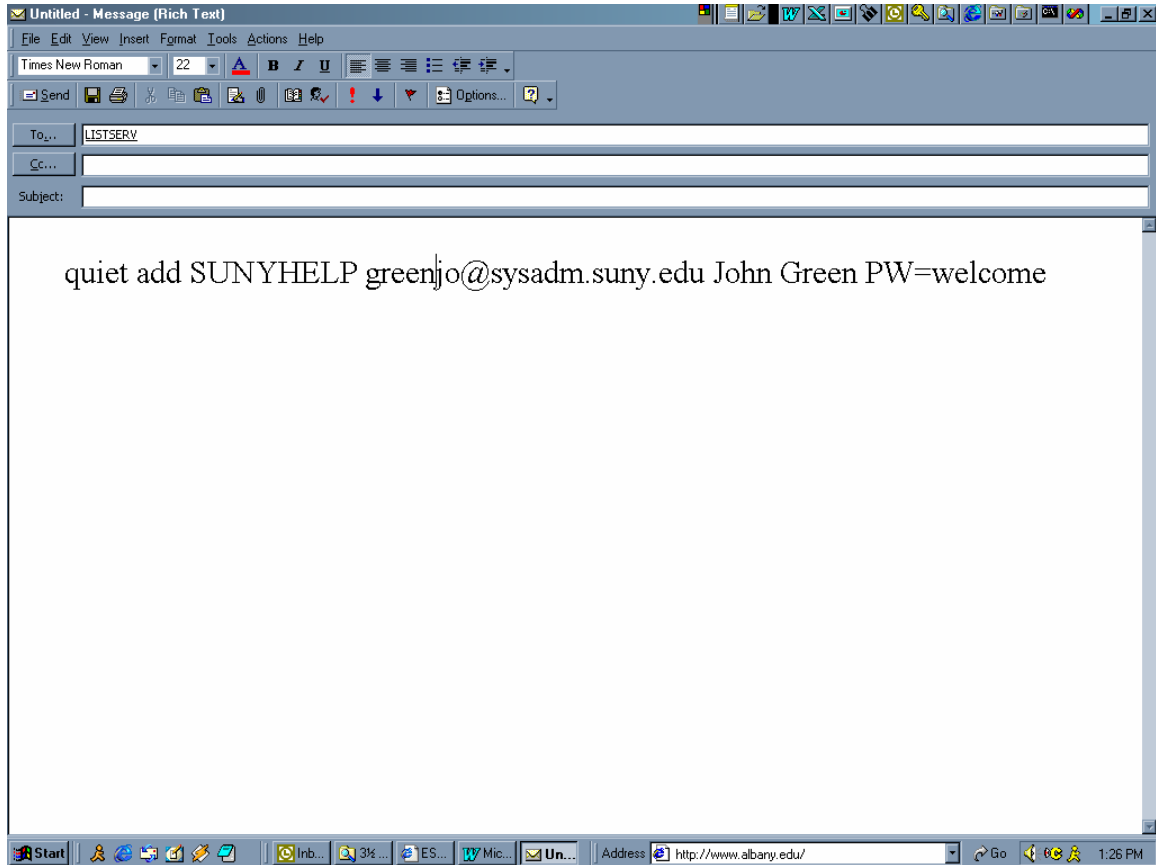
b) In the **body** of the message type:



quiet add listname e-mail address Firtname Lastname PW=yourpassword

Ex: If you wanted to add John Green with the email address [greenjo@sysadm.suny.edu](mailto:greenjo@sysadm.suny.edu) to the list SUNYHELP you would type:

quiet add SUNYHELP [greenjo@sysadm.suny.edu](mailto:greenjo@sysadm.suny.edu) John Green PW=welcome



If you wanted to get a confirmation e-mail that the person was added you would omit the “quiet”

c) Send the message and the person will be added to your LISYSERV

### 3. To check and see the recipients of a LISYSERV

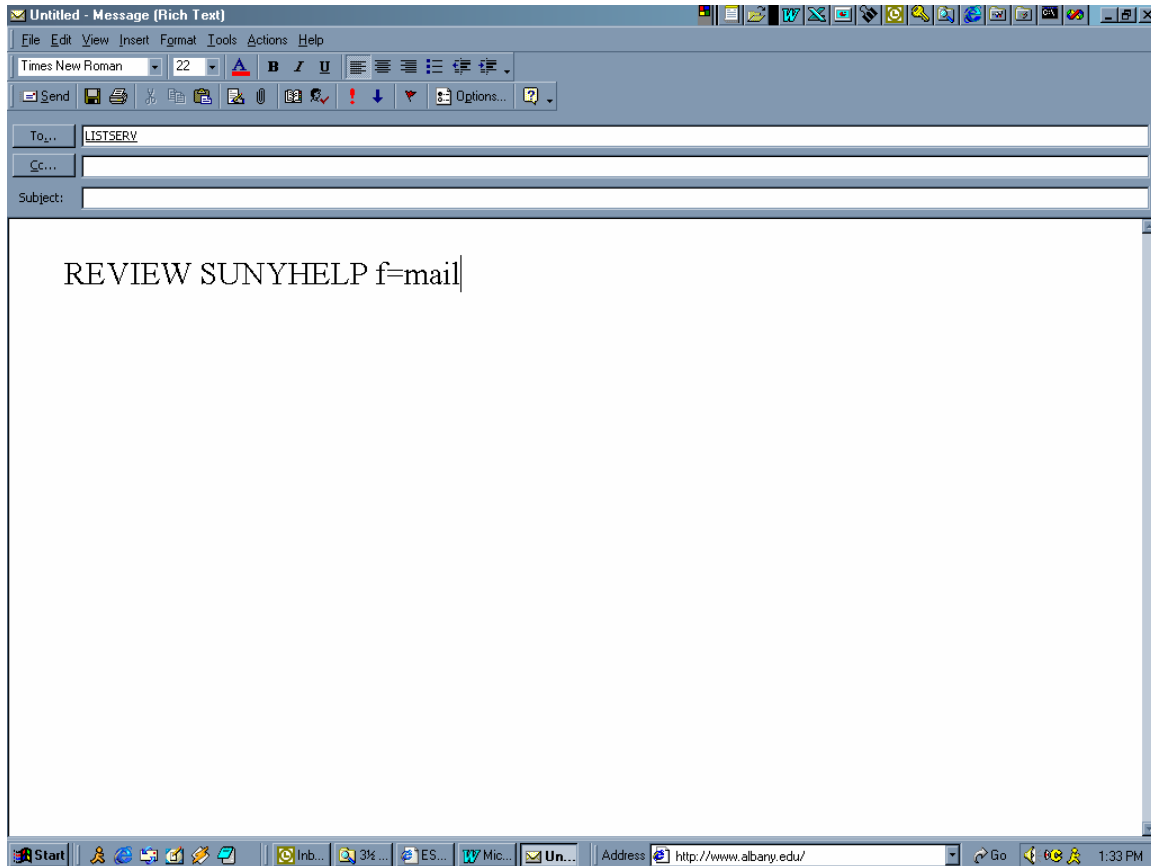
a) On the “TO” line type: **LISYSERV**

b) In the body of the message type:

**REVIEW listname f=mail**

Ex: If you wanted to see who is in SUNYHELP

REVIEW SUNYHELP f=mail



b) Send the email, you will then receive an e-mail with a list of the people in the particular LISTSERV list.

#### 4. Removing a person from a LISTSERV

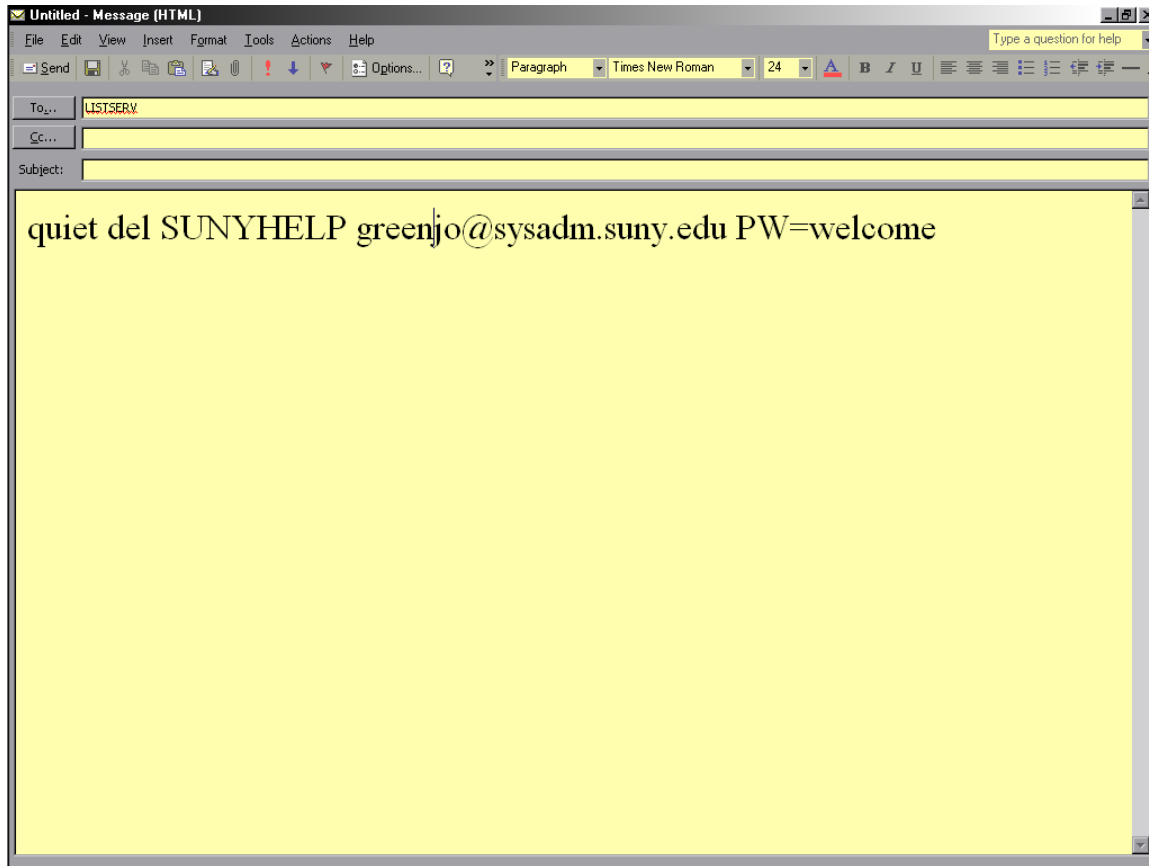
c) On the “**TO**” line type: **LISTSERV**

b) In the **body** of the message type:

**quiet del listname e-mail address PW=yourpassword**

Ex: If you wanted to delete John Green with the email address [greenjo@sysadm.suny.edu](mailto:greenjo@sysadm.suny.edu) from the list SUNYHELP you would type:

quiet del SUNYHELP [greenjo@sysadm.suny.edu](mailto:greenjo@sysadm.suny.edu) PW=welcome



If you wanted to get a confirmation e-mail that the person was deleted you would omit the “quiet”

c) Send the message and the person will be deleted from your LISTSERV