

# Managing Subscribers

LISTSERV offers several alternatives for managing and reviewing subscribers to your email lists.

To begin, go to <https://list.vanderbilt.edu/> and log in to LISERSV:

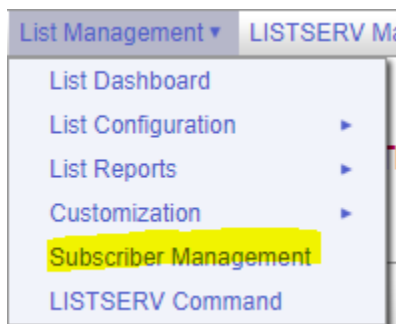


## Login Required

Please type your *full* email address, as in: *henry@somewhere.com*.

The image shows a "Login Required" dialog box. It has a blue header with the text "Login Required". Below the header, there is a paragraph of text: "Please enter your email address and your LISERSV password and click on the 'Log In' button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to [get a new LISERSV password](#) first." Below the text are two input fields: "Email Address:" with the value "Email@vanderbilt.edu" and "Password:" with a masked password of "\*\*\*\*\*". At the bottom of the dialog are two buttons: "Log In" and "Change Password".

Next, from the *List Management* menu select *Subscriber Management*.



If you are the owner of more than one list, please choose the list you wish to modify from the Select List: drop down menu.

### Single Subscriber Tools

The default view shows the Single Subscriber tools tab selected. Examine or Delete Subscription – Use this tool to view current subscriber’s settings, or to delete a single subscriber. Type in the name of the subscriber, wildcards can be used.

The screenshot shows a web interface with two tabs: 'Single Subscriber' (selected) and 'Bulk Operations'. Below the tabs is a header 'TESTLIST'. The main content area is titled 'Examine or Delete Subscription'. It features a text input field labeled 'Name or Address:' containing the text 'a\*@vanderbilt.edu'. Below the input field, three suggestions are listed: 'henry@somewhere.com', 'Henry Brown', and 's\*lvia'. At the bottom of the form are two buttons: 'Search in TESTLIST' and 'Clear'.

**Add New Subscriber** – Use this tool to add a new subscriber to your list. Type the new subscriber’s emailaddress in the text box. Optionally you can include a “real name” for the subscriber. You can also choose to notify the sender of their membership to your list.

The screenshot shows a web interface with a header 'Add New Subscriber'. The main content area is titled 'Add New Subscriber'. It features a text input field labeled 'Email Address and Name:' containing the text 'new.subscriber@vanderbilt.edu Real Name'. Below the input field, three suggestions are listed: 'henry@somewhere.com Henry Brown', 'Henry Brown <henry@somewhere.com>', and 'Henry Brown <henry@somewhere.com>'. Below the suggestions are two radio buttons: 'Send Email Notification' (selected) and 'Do Not Notify the User'. At the bottom of the form are two buttons: 'Add to TESTLIST' and 'Clear'.

**Review List Members** – The bottom of this page contains two links which are used to review your subscriber list. The first, In Browser, displays the list in your web browser; the second, By Email, sends the subscriber list to your email address.

Review List Members: [In Browser](#) | [By Email](#)

## Bulk Operations Tools

When the Bulk Operations tab is clicked, a new tool set is available. These tools allow you to upload a text file (Choose File, then Import) containing email addresses, and optionally real names, for bulk manipulation of your subscriber list. **ALERT: The second option removes all subscribers. Use this option with caution.**

Single Subscriber Bulk Operations

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### TESTLIST

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

Function:

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

Input File:  No file chosen