Using NLU Listserv

listserv.nl.edu

Listserv.nl.edu is a threaded discussion forum that allows you to communicate with groups of people working on a common project or objective. The users in each group are maintained by the moderator of that particular list. Users can subscribe and unsubscribe themselves from the list, as well as make any changes to their own email address in any list that they are subscribed.

- Here are a few terms defined that are commonly used when using a listserv:
  - Administrator/Site Manager – The person responsible for creating a list. The administrator is not responsible for who is subscribed, or the content that is distributed in a list.
  - Moderator – The “owner” or “maintainer” of a list. The moderator is the main point of contact for subscription of the list.
  - User – Any individual subscribed to a list.
  - Subscribe – To “sign up” or “enroll” to an existing list.
  - Unsubscribe – To have your email address removed from a list.
  - Post – To send an email to a list. The email is forwarded to all subscribers of that list.
  - Archive – Previous postings to a list. Archives are generally purged at six months.

NLU Listserv is property of National-Louis University and usage is intended only for National-Louis University related subjects. All users within are subject to National-Louis University’s Acceptable Use Policy, which is located at http://oit.nl.edu/Acceptable_Use_Policy.pdf. Any user found in violation of NLU’s Acceptable Use Policy will be subject to any actions described within that policy. In addition, the moderator of the list may revoke subscription at any time.

Using a list consists of several steps. Each step is outlined in this document in the order in which they should be performed. Before a user can subscribe to a list, they must register their email address and password. Once the user is registered, they can subscribe to a list. Subscription to a list must be approved by the moderator before the user can post to a list.

- Information covered in this document
  - Email address and Password Registration
  - Subscribing to a list
  - Using a list
  - Viewing an archive
  - Un-subscribing to a list
Email Address and Password Registration
In order to start the process of subscribing to listserv.nl.edu, all users must access the following page, http://listserv.nl.edu. Click the link "fill out this simple form". From here, you will need to register your email address and password. You will find this link under the REGISTER YOUR PASSWORD section.
Enter your username and password. After you complete this, click the "Register Password" button.

A confirmation email will be sent to your email address for you to respond to. Go to your email for the next step.
To accept confirmation, just click the link that you see on the page.

After you have sent your email confirmation back, you will see the link below. Your password has been confirmed. The next step is to subscribe to the lists you want to join.
**Subscribing to a list**

To join a mailing list, click the link that says "ONLINE ARCHIVES" under the heading "JOIN A MAILING LIST". This is the page that all users will be able to select their proper listserv based on title and description. To join one of these lists, click on the list name. If you want to request a list that is not on this page, contact the helpdesk at 4357 or helpdesk@nl.edu.
Click the link that states "Join or leave the list (or change settings)."

After you select the listserv that you want to join, you will see the following page. Make sure that you enter your email address that you registered with and enter your whole name. Your whole name is a necessary step for the moderator to identify you. After you complete this, click the button "Join the list".

This screen allows you to join or leave the TEST list. To confirm your identity and prevent third parties from subscribing you to the list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can login with your LISTSERV password (if you have one) and update your subscription interactively, without e-mail confirmation.
Once you join a list, you will receive the message below, "A confirmation request is being sent under separate cover". You will see the link below. An email has been sent to your email address for you to respond back to.

Join or leave the TEST list

A confirmation request is being sent under separate cover.

This screen allows you to join or leave the TEST list. To confirm your identity and prevent third parties from subscribing you to the list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can [login with your LISTSERV password](http://listserv.nl.edu) (if you have one) and update your subscription interactively, without e-mail confirmation.

Your e-mail address: grunewold@nl.edu
Your name: Greg Grunewold
Select a list: TEST Test Listserv
Subscription type:
- Regular
- Digest (traditional)
- Digest (MIME format)
- Digest (HTML format)
- Index (traditional)
- Index (HTML format)

To confirm you wish to join the list, click on the link in the email from listserv.nl.edu.

This command was sent to the list owner:

```
SUBSCRIBE TEST Greg Grunewold
```

It requires confirmation. To confirm the execution of your command, simply point your browser to the following URL:

```
http://listserv.nl.edu/cgi-bin/cm.exe?CM=6279084L-TEST
```

Alternatively, if you have no WWW access, you can reply to the present message and type "ok" (without the quotes) as the text of your message. Just the word "ok" - do not retype the command. This procedure will work with any mail program that fully conforms to the Internet standards for electronic mail. If you receive an error message, try sending a new message to LISTSERV@LISTSERV.NL.EDU (without using the "reply" function - this is very important) and type "ok 6279084" as the text of your message.

Finally, your command will be cancelled automatically if LISTSERV does not receive your confirmation within 48h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do NOT want to confirm the command, simply discard the present message and let the request expire on its own.
This confirmation page will be displayed.

The listserv owner must accept or deny your membership to the list. If the owner decides to accept, they will need to "reply" to this message and send it back to the "Listserv@Listserv.nl.edu address"
This is just a screen shot showing the "reply" function.

```
From: L-Soft list serves at National-Louis University (L-Soft)
Sent: Wednesday, April 03, 2002 7:05 PM
To: ggru@NL.EDU
Subject: TEST ggru@NL.EDU requested to join

Wed, 3 Apr 2002 19:05:16

A request for subscription to the TEST list (Test Listserv) has been received from Greg Grunwald <ggru@NL.EDU>.

You can, at your discretion, send the following command to LISTSERV@LISTSERV.NL.EDU to add this person to the list:

    ADD TEST ggru@NL.EDU Greg Grunwald

PS: In order to facilitate the task, this message has been specially formatted so that you only need to forward it back to LISTSERV@LISTSERV.NL.EDU and fill in the password below to have the command executed. Note that while the formats presented by the forwarding function of most mail packages are supported, replying will seldom work, so make sure to forward and not reply.
```

After a list owner approves membership, the following page will be sent to the list owner and the subscriber. The subscriber should print this document for their records. **This is highly recommended.** It gives all the useful information as far as how to use the listserv.

```
From: L-Soft list serves at National-Louis University (L-Soft)
Sent: Wed 4/3/2002 7:07 PM
To: ggru@NL.EDU
Subject: You have been added to the TEST list

Wed, 3 Apr 2002 19:05:53

You have been added to the TEST mailing list (Test Listserv) by ggru@NL.EDU.

Please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list. If you ever need to leave the list, you will find the necessary instructions below. Perhaps more importantly, saving a copy of this message (and of all future subscription notices from other mailing lists) in a special mail folder will give you instant access to the list of mailing lists that you are subscribed to. This may prove very useful the next time you go on vacation and need to leave the lists temporarily so as not to fill up your mailbox while you are away! You should also save the "welcome messages" from the list owners that you will occasionally receive after subscribing to a new list.

To send a message to all the people currently subscribed to the list, just send mail to TEST@LISTSERV.NL.EDU. This is called "sending mail to the list," because you send mail to a single address and LISTSERV makes copies for all the people who have subscribed. This address (TEST@LISTSERV.NL.EDU) is also called the "list address." You must never try to send any command to that address, as it would be distributed to all the people who have subscribed. All commands must be sent to the
```
This is a confirmation email that the owner will receive for their records showing that the subscriber has been added to the listserv. Congratulations, now you are ready to use the functions of the Listserv email server!!!
Using a list

In order to use the list that you joined, you will need to send mail to the address that will be specified in this document. For this example, you would send mail to test@listserv.nl.edu.

---

From: Listserv@National-Louis University (LISTSERV@LISTSERV.NL.EDU)
To: Greg Grenda
Cc: ggreg@nl.edu
Subject: You have been added to the TEST list

Wed, 3 Apr 2002 19:08:53

You have been added to the TEST mailing list [TEST Listserv] by ggreg@NL.EDU.

Please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list. If you ever need to leave the list, you will find the necessary instructions below.

Perhaps more importantly, saving a copy of this message (and of all future subscription notices from other mailing lists) in a special mail folder will give you instant access to the list of mailing lists that you are subscribed to. This may prove very useful the next time you go on vacation and need to leave the lists temporarily so as not to fill up your mailbox while you are away. You should also save the "Welcome messages" from the list owners that you will occasionally receive after subscribing to a new list.

To send a message to all the people currently subscribed to the list, just send mail to TEST@LISTSERV.NL.EDU. This is called "sending mail to the list," because you send mail to a single address and LISTSERV makes copies for all the people who have subscribed. This address [TEST@LISTSERV.NL.EDU] is also called the "list address." You must never try to send any command to that address, as it would be distributed to all the people who have subscribed. All commands must be sent to the
**Viewing an archive**

In order to view archives that are created, you would click the link that shows “April 2002”

When mail is sent to the list, it will be archived by month. At any time, users will be able to view previous email. This link shows what you will see when you use the archive function.
Un-subscribing to a list
A user will also be able to un-subscribe to a list by accessing the same page that allows a user to subscribe.

When a user wishes to un-subscribe to a list, they will need to enter their email address and name and select the “Leave the list” button.

Join or leave the TEST list

This screen allows you to join or leave the TEST list. To confirm your identity and prevent third parties from subscribing you to the list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can log in with your LISTSERV password (if you have one) and update your subscription interactively, without e-mail confirmation.
After clicking the "Leave the list" box, you will see the following page.

You will then go to your email client and you will see this message. Click the link that is on the page.

This command was sent to the list owner:

SIGNOFF TEST

It requires confirmation. To confirm the execution of your command, simply point your browser to the following URL:

http://listserv.nl.edu/cgi-bin/wa.exe?C=3360CF26&L=TEST

Alternatively, if you have no WWW access, you can reply to the present message and type "ok" (without the quotes) as the text of your message. Just the word "ok" - do not retype the command. This procedure will work with any mail program that fully conforms to the Internet standards for electronic mail. If you receive an error message, try sending a new message to LISTSERV@LISTSERV.NL.EDU (without using the "reply" function - this is very important) and type "ok 3360CF26" as the text of your message.

Finally, your command will be cancelled automatically if LISTSERV does not receive your confirmation within 48h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do NOT want to confirm the command, simply discard the present message and let the request expire on its own.
After clicking the link, you will see this page on listserv.nl.edu. You have been removed from the list.

Command confirmation

Confirming:
> S I N G O F F  T E S T
You have been removed from the TEST list.

This is the verification that you will see in your mailbox.

From: LISTSERV@nl.edu
To: Greg Grunewald
Cc: TEST@nl.edu
Subject: TEST@nl.edu left the list

Thu, 11 Apr 2002 14:50:00

Greg Grunewald <grunewald@nl.edu> has just signed off the TEST list (Test Listserv).