



Using an E-mail List (Listserv)

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Introduction

This document is written for people who are subscribers to (members of) a listserv. A listserv is an electronic mailing list (also known as a discussion group) that offers a highly efficient way to disseminate information to a group of people and hold discussions among a group of people.

Each George Fox listserv will have an associated e-mail address such as **yourlistname@listserv.georgefox.edu**. George Fox listservs are managed by [Mailman](#), a free, Web-based email list manager.

Send an E-mail to Everyone on the List

To send an e-mail message to everyone subscribed to the listserv, e-mail your message to the list's e-mail address. For example, to send a message to everyone on a list called **docs**, you would send an e-mail to **docs@listserv.georgefox.edu**.

See a List of George Fox Mailing Lists

To see a list of George Fox public mailing lists, go to listserv.georgefox.edu. Click on a list to see more details for that list.

Forgot your password?

Mailman will e-mail a password reminder message to you. Follow the instructions below in the **Log in to Your List** section.



Log in to Your List

You can log in to each list to which you are subscribed and change your personal settings for that list. You can also make some settings global so that they apply to your other mailing lists.

1. Go to your personal subscription page:

When you subscribed or were subscribed to a list, you probably received a welcome message that listed the e-mail address for the list and the URLs for the list information page and for your personal subscription page.

If you no longer have this information, contact your list administrator or go to **listserv.georgefox.edu**. Click on the list name. (The only exception will be if your list is private and does not show on **listserv.georgefox.edu**. You will need to contact the list administrator.)

At the bottom of the list information screen, you will see a section for subscribers. This example is for the **Docs** listserv.

Docs Subscribers

(The subscribers list is only available to the list members.)

Enter your address and password to visit the subscribers list:

Address: Password:

To unsubscribe from Docs, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

2. In the box next to **Unsubscribe or edit options**, type in your full e-mail address and click **Unsubscribe or edit options**.



3. You will see your personal subscription page for that list.

Docs list: member options for user @georgefox.edu

In order to change your membership option, you must first log in by giving your membership password in the section below. If you know your membership password, you can have it emailed to you by clicking on the button below. If you just want to unsubscribe from this list, click on the *Unsubscribe* button and a confirmation message will be sent to you.

Important: From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.

Password:

Unsubscribe

By clicking on the *Unsubscribe* button, a confirmation message will be emailed to you. This message will have a link that you should click on to confirm your changes. You can also confirm by email, see the instructions in the confirmation message).

Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

Unsubscribe if you want to remove your name from the list and no longer receive messages.

If you know your password, enter it to log in and change settings.

If you have forgotten your password, click to receive an e-mail reminder.

Changing Settings

After logging in as described above, you will be able to change settings for this list. For some settings, there is a **Set globally** option. If you select **Set globally**, then that setting will be applied to all lists to which you are subscribed.

Be sure to click **Submit My Changes** at the bottom to save any changes that you make.

Here are a few of the settings that you can change:

- **Change Your Password** – changes your subscriber password. (**Note:** If you are also a list administrator, you will have a separate password for list administration.)
- **Mail delivery** - allows you to temporarily disable mail delivery while you are on vacation. You will need to enable it again when you return.
- **Get password reminder email for this list?** – allows you to disable or enable the monthly reminder e-mails (see below)



Monthly Reminder E-mail

Your list administrator may have set the Mailman system to send you a monthly e-mail reminder message. The message lists the GFU mailing lists to which you are subscribed and includes the link and password for each mailing list. Use the links and passwords provided to unsubscribe to any list or manage your settings.

```
listserv.georgefox.edu mailing list memberships reminder
● mailman-bounces@listserv.georgefox.edu on behalf of ● mailman-owner@listserv.georgefox.edu
Extra line breaks in this message were removed.
To:
This is a reminder, sent out once a month, about your listserv.georgefox.edu mailing list
memberships. It includes your subscription info and how to use it to change it or
unsubscribe from a list.
```

At the bottom of the email, you will see your link and password for each list. This example shows the *wellness* list with password *gonepuzo* for this person.

```
wellness@listserv.georgefox.edu      gonepuzo
http://listserv.georgefox.edu/mailman/options/wellness/ :$40georgefox.edu
```

Note: You can turn off this e-mail reminder feature. Follow the directions for **Changing Settings**, and change **Set Password Reminder for this List** to **No**. If you click **Set Globally**, you turn off the reminder for all lists to which you are subscribed.

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