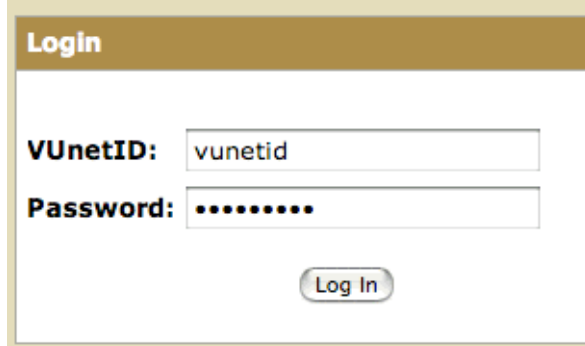


## Managing Subscribers

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 LISTSERV:

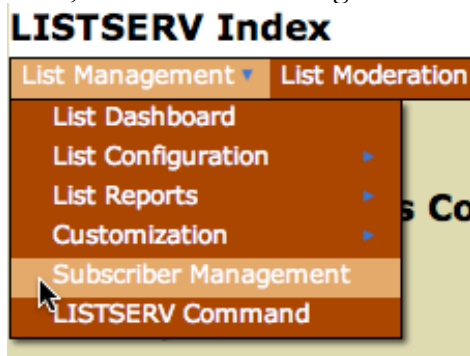


**Login**

**VUnetID:**

**Password:**

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

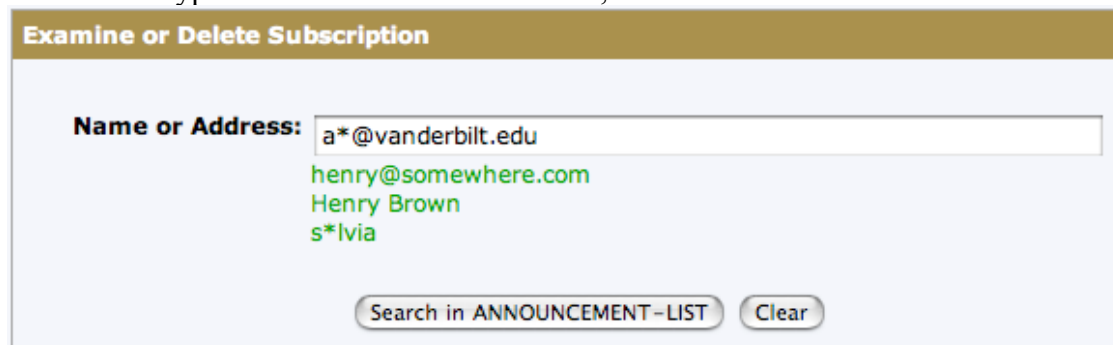


If you are the owner of more than one list, please choose the list you wish to modify from the Select List: drop down menu.

### *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.



**Examine or Delete Subscription**

**Name or Address:**

- henry@somewhere.com
- Henry Brown
- s\*lvia

*Add New Subscriber* – Use this tool to add a new subscriber to your list. Type the new subscriber’s email address 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.

Add New Subscriber

**Email Address and Name:**  Real Name

henry@somewhere.com Henry Brown

Henry Brown <henry@somewhere.com>

Send Email Notification  
 Do Not Notify the User

*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

**ANNOUNCEMENT-LIST**

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

**Function:**

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

**Input File:**  no file selected