

Manual for the WebInterface of ListServ 17.0

1. What is the service ListServ?

ListServ is a central service to manage and administrate mailing lists at the University of Bayreuth – this includes the supervision of co-administrator, mailing list moderators and their subscribers. The mailing lists can be configured on the [webinterface](https://www.listserv.uni-bayreuth.de/cgi-bin/wa) (<https://www.listserv.uni-bayreuth.de/cgi-bin/wa>) or by sending a mail to the ListServ server. In the following, the main functions are explained.

2. Main function of ListServ

ListServ is a distribution service for mails to subscribers or members of a specific mailing list. Every mailing list has its own mail address. As soon as a mail is sent to a mailing list address, the mail is distributed to all its members. These mails can be retained or acknowledged by administrators or moderators, before they are sent to the subscribers. The mailing list can separately configured for its purpose – by means of security, administration and other features.

3. Requesting or changing a mailing list

New mailing lists can be requested with the following form:

https://www.its.uni-bayreuth.de/pool/ITS_PDF/Ordnungen_Formulare/Formular_Mailingliste.pdf

Carefully read the form and fill in all necessary data.

You can generally distinguish between three different types of mailing lists:

- Private Lists
- Edited/ Moderated Lists
- Announcement Lists

The detailed differences of the individual lists can be taken from the request form.

4. Registration

The registration for the service ListServ can be done on the following website:

<https://www.listserv.uni-bayreuth.de/cgi-bin/wa?GETPW1=&X=&Y=>

You can get to the registration site also by using the webinterface (Figure 1). In order to complete the registration process, you will get a confirmation mail.

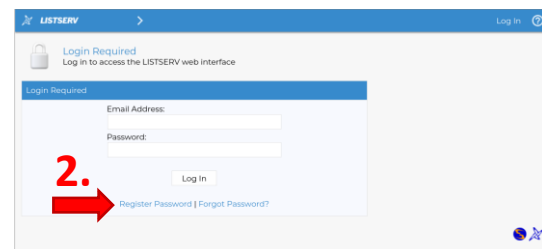
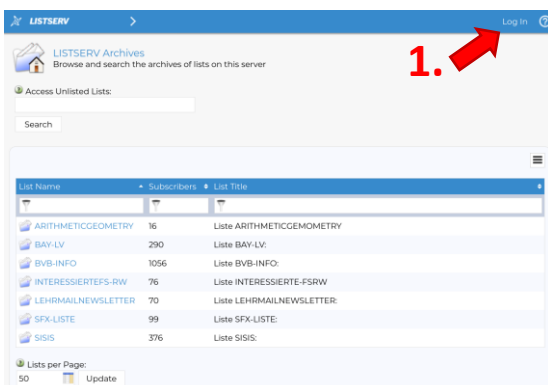


Figure 1: Registration at the ListServ 17.0 on the webinterface

5. User menu and navigation

Generally, two different menu items, "List management" and "Subscriber options", can be identified:

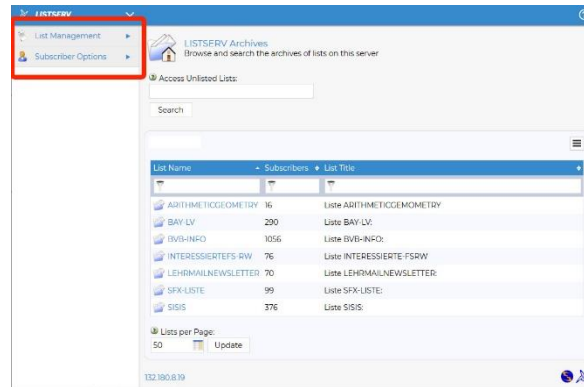


Figure 2: Overview of the user menus

The subscriber options are available immediately after the registration. In this section the subscription of mailing lists for your email address can be administrated. You can subscribe or unsubscribe to mailing lists or configure you ListServ account. You can also change your password in this section or change your webinterface view:

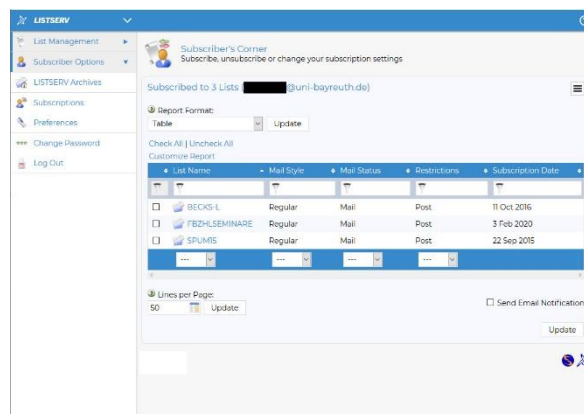


Figure 3: Overview for the menu sub-item "Subscriber options" for ListServ 17.0

The menu item "List management" is unlocked, as soon as your email address considered registered as an administrator, co-administrator or moderator for a mailing list. Section 6 gives an overview of the most important menu items.

6. Administration of Mailing Lists

The main menu items for administrating mailing lists are highlighted in Figure 4:

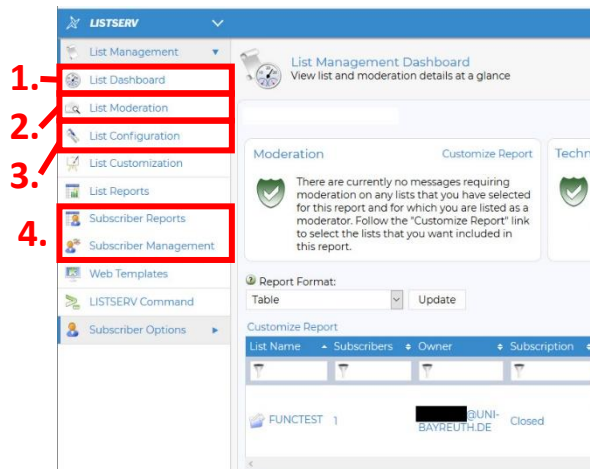


Figure 4: Overview of the menu subitem "List Management" for ListServ 17.0

1. List Dashboard – Overview of all managed mailing lists
2. List Moderation – For moderated lists: In this menu you have to confirm and/or edit received mails before they are sent to subscribers.
3. List Configuration – Administration of common options for the mailing list. This includes all options enlisted in the request form. Here additional co-administrators and moderators can be defined.
4. Subscriber Management – Here you can add subscribers to a mailing list, delete them from a list or adjust user specific mailing options.

7. Contact

If you have questions, problems or suggestions for manual topics, please send a mail to:

Postmaster@listserv.uni-bayreuth.de

Or contact:

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8. Links

If you want a more detailed description of all options available for ListServ, please visit the homepage of the producer:

<http://www.lsoft.com/resources/manuals.asp?filter=listserv>

<http://www.lsoft.com/news/techtipLSV-issue5-2019.asp>