

# Basic List E-mail Commands

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**Listserv commands easily can be entered into a standard e-mail message to obtain basic list information or to add or delete subscribers to a list that the user “owns and maintains”.**

## **REView Command**

REView *listname*

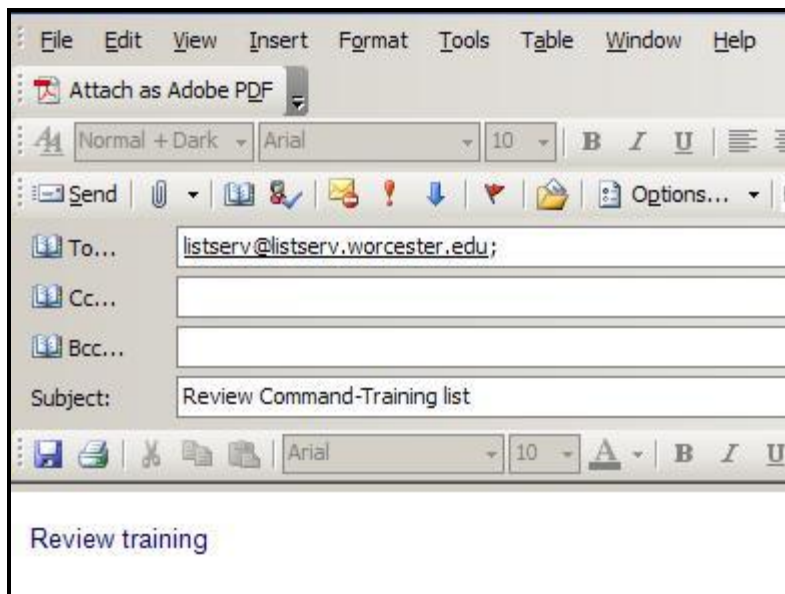
The REView command provides information about a list, including subscribers, for which you are the “owner and maintainer”. This information is contained in the list’s header.

Caps specify the minimum number of command letters that need to be typed in the body of the message in order for the command to be executed

For example, REV or Review can be typed.

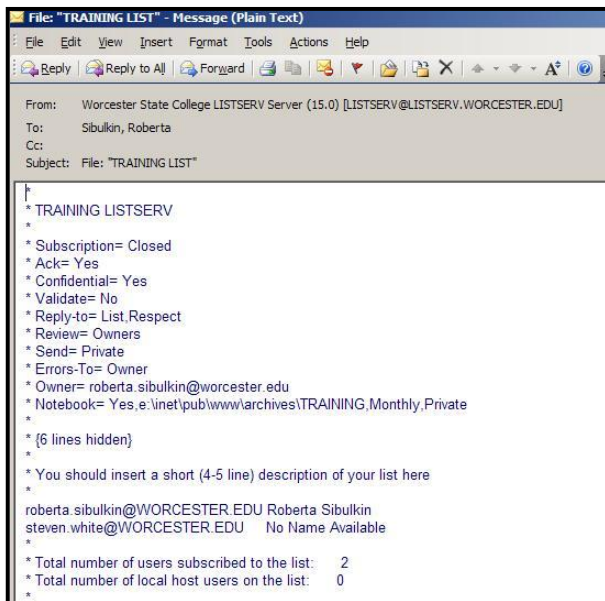
1. Create a **New E-mail Message**.
2. In the **To** box, address the message to [LISTSERV@listserv.worcester.edu](mailto:LISTSERV@listserv.worcester.edu) .
3. In the **Body** of the message, type **REView** and Press the **<spacebar>**.
4. Type the name of the **list** whose information you are seeking and enter a message Subject, if desired.

For example: training



5. Click the **Send** button.

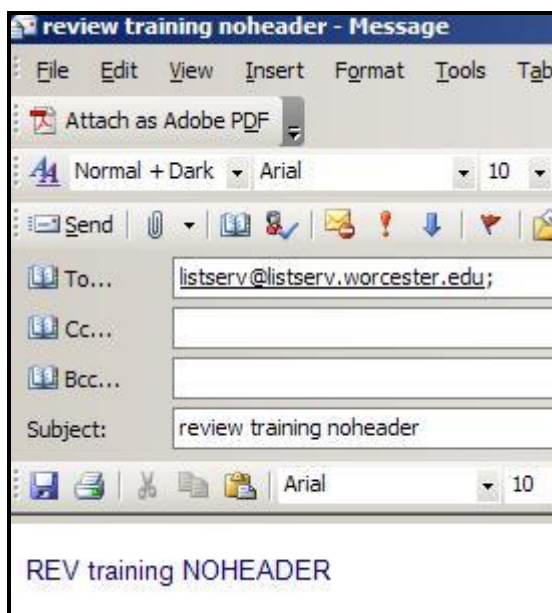
A message from the Worcester State College LISTSERV Server (15.0) with a Subject titled File: "*listname list*" arrives in your e-mail Inbox.



Header information appears at the top and subscriber information appears at the bottom.

## NOHeader

The NOHeader command specifies not to send the list's header information, just the list of subscribers.



## NOHeader



**Subscribers can be added to a list by using the ADD command.**

**In order for subscribers to be able to receive postings as well as submit postings, the primary e-mail account name must be used.**

**The primary e-mail account name for WSC faculty and staff conforms to the [firstname.lastname@worchester.edu](mailto:firstname.lastname@worchester.edu) configuration.**

For Example: [joe.lancer@worchester.edu](mailto:joe.lancer@worchester.edu)

**The primary e-mail account name for WSC students conforms to the first initial plus last name configuration.**

For Example: [jlancer@worchester.edu](mailto:jlancer@worchester.edu)

### **ADD a Subscriber**

ADD *listname* user@address firstname lastname

For example:

Staff or faculty - ADD training [joe.lancer@worchester.edu](mailto:joe.lancer@worchester.edu) Joe Lancer

Students - ADD training [jlancer@worchester.edu](mailto:jlancer@worchester.edu) Joe Lancer

The ADD command allows individual subscribers to be added to a list via a standard e-mail message.

Open a **New E-mail Message**.

1. In the **To** box, address the message to [LISTSERV@listserv.worcester.edu](mailto:LISTSERV@listserv.worcester.edu) .
2. In the **Body** of the message, type **ADD** and press the **<spacebar>**.
3. Type the **name of the list in which you want the user subscribed** and press the **<spacebar>**.
4. Type the **user's primary e-mail address** and press the **<spacebar>**.

Faculty and Staff: [firstname.lastname@worchester.edu](mailto:firstname.lastname@worchester.edu)

Students: first initial plus lastname@worchester.edu For example [jlancer@worchester.edu](mailto:jlancer@worchester.edu)

5. Type the **user's firstname**, press the **<spacebar>**, and type the user's **lastname**.

**Typing the subscriber's firstname and lastname along with the subscriber's e-mail address will allow the subscriber's name to appear in the list.**

The screenshot shows an email composition window. The 'To:' field contains 'listserv@listserv.worcester.edu;'. The 'Subject:' field contains 'ADD training joseph.lancer@worchester.edu Joseph Lancer'. There are buttons for 'Send', 'Cc...', and 'Bcc...'. Below the subject field, the text 'ADD training joseph.lancer@worchester.edu Joseph Lancer' is visible, indicating the subscriber's name has been added to the list.

6. A message subject can be added, but it is not necessary in order to add a subscriber to a list.

The new user has been added to the specified listserv.

TRAINING (3 Subscribers)					Subm
Subscriber Names	Mail Style ▲	Mail Status	Restrictions	Subscription Date	
<input type="checkbox"/> roberta.sibulkin@WORCESTER.EDU Roberta Sibulkin	Regular	Mail	Post	6 Feb 2007	
<input type="checkbox"/> steven.white@WORCESTER.EDU No Name Available	Regular	Mail	Post	6 Feb 2007	
<input type="checkbox"/> joseph.lancer@WORCESTER.EDU Joseph Lancer	Regular	Mail	Post	29 Mar 2007	
<input type="checkbox"/> Invert		-- ▼	-- ▼	-- ▼	
Subscribers per Page: <input type="text"/>					Send email notification of changes

## DElete Command

DElete *listname* user@address

The Delete command allows subscribers to be deleted from a list.

Caps specify the minimum number of command letters that need to be typed in the body of the message in order for the command to be executed

For example: DEL or Delete can be typed.

DEL *training* [joseph.lancer@worchester.edu](mailto:joseph.lancer@worchester.edu)

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