



Listserv Users Guide

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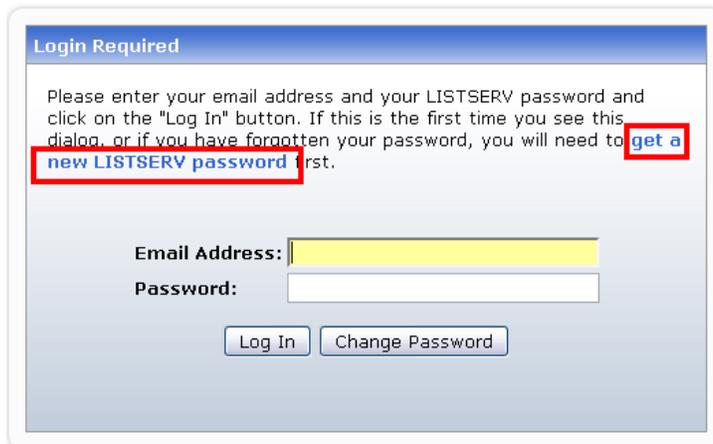
First Time Registration for New Users

To begin using the Listserv web management for the first time, follow these steps:

1. Go to <http://listserv.laca.org>
2. Click the **Log In** link



3. Click the **get a new LISTSERV password** link.



Login Required

Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this dialog, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

Email Address:

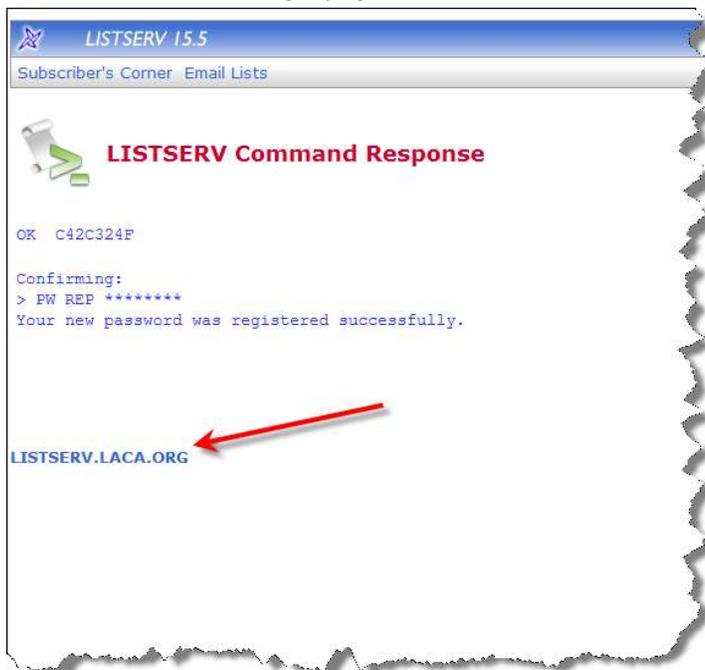
Password:

4. Enter your e-mail address and the password you would like to use. This will be a separate password from your LACA email account password. The Listserv software is not linked into LACA's password database, since parents and others outside of LACA can get a login to this site to manage their own list subscriptions. You CAN set the password to match your LACA e-mail password if you wish. Passwords must be at least six characters long.



After you have filled in all three fields, click **Register Password**

5. You will receive an e-mail at the e-mail address you registered with instructions. At this time, log into your e-mail and find the message from "LACA LISTSERV Server (15.5)" and click on the confirmation link contained within that e-mail to activate your LISTSERV account. You should be taken to a page like this. Click the link at the bottom indicated by the arrow to return to the main login page.



6. Log in with your newly created e-mail address/password combination.

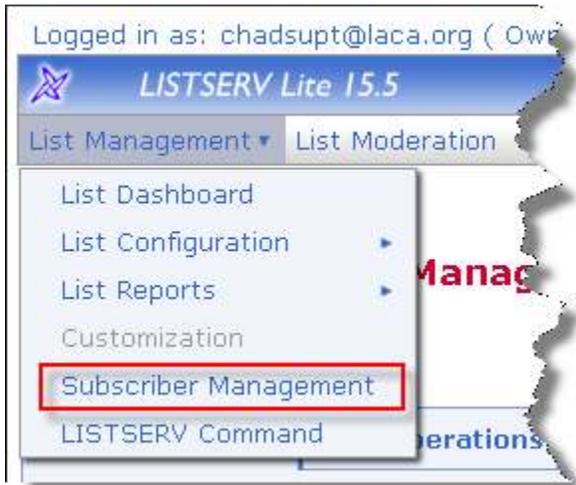
Managing My Lists

If you have been designated as a list owner, you will see a menu item called **List Management**. Click this, and choose **List Dashboard** to see all information about your lists. **WARNING: As a list owner, you will have full control over your list configuration, so be careful not to change any settings that you are not familiar with, as this could affect the behavior of the list or render it unusable.**

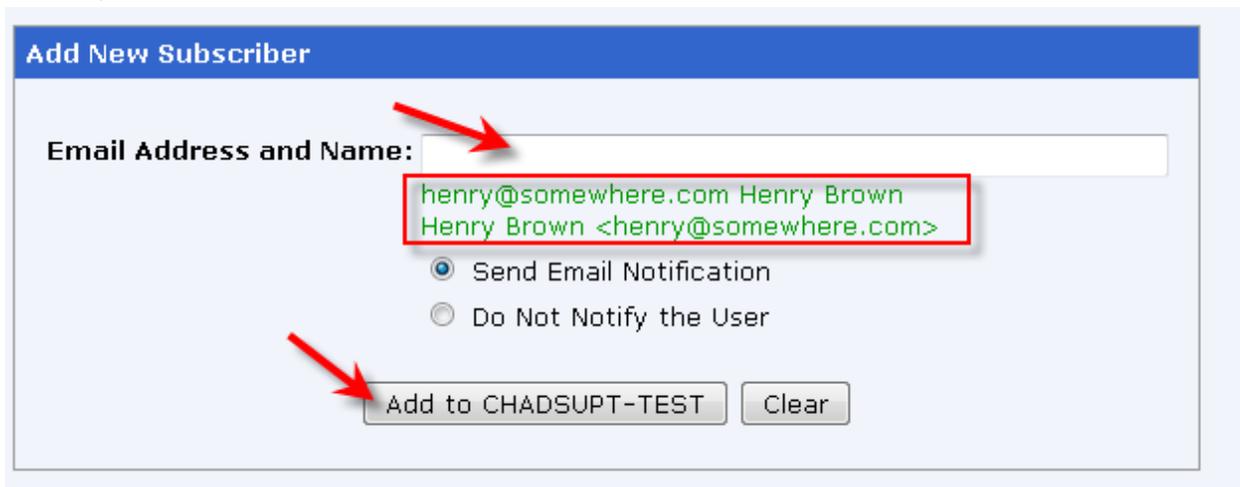


Adding and Removing Subscribers

Choose **Subscriber Management** to add and remove people from the list manually.



To add someone new to the list, enter an email address and name in the format shown below the “Email Address and Name” box, then click the “Add” button. You can choose if you want to have the system send an automatic “Welcome” message to this new person (default), or choose not to notify the person that they have been added to the list.

A screenshot of the 'Add New Subscriber' form. The 'Email Address and Name' field contains the text 'henry@somewhere.com Henry Brown' and 'Henry Brown <henry@somewhere.com>'. Below the field are two radio buttons: 'Send Email Notification' (selected) and 'Do Not Notify the User'. At the bottom, there are two buttons: 'Add to CHADSUPT-TEST' and 'Clear'. A red box highlights the input field, and a red arrow points to the 'Add to CHADSUPT-TEST' button.

If you want to see who is currently on the list, click the links at the bottom beside “Review List Members”. “In Browser” will show you a full list of subscribers in your web browser. “In Email” will email the list to you.

Review List Members: [In Browser](#) | [By Email](#)

To remove someone from the list, do a search on their name or email address, then click the Search button.



Examine or Delete Subscription

Name or Address:

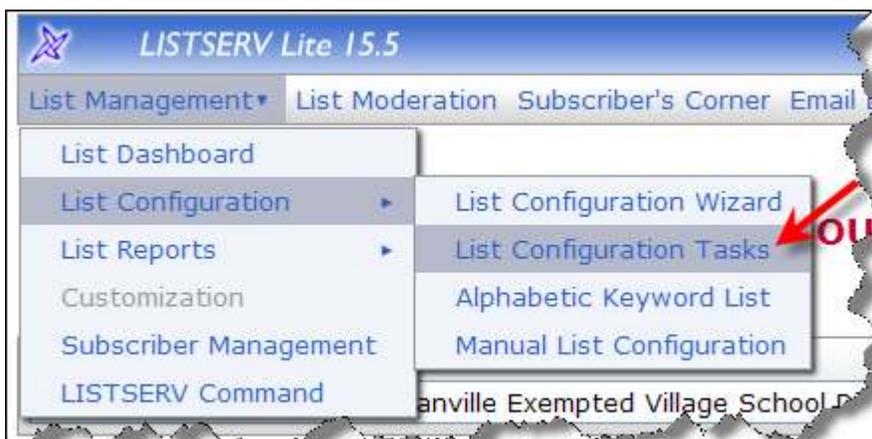
This will take you to a screen with full information about the subscriber. Scroll to the bottom, and click the “Delete” button to remove them from the list.



Updating Who Can Send to the List

On lists that are primarily used for one-way communications to the subscribers, only email addresses listed in the SEND field can send to the list. You can change the SEND list by following these steps:

1. Go to List Management...List Configuration...List Configuration Tasks.



2. Chose the list you wish to configure, and then click the “Security” tab.



List Configuration (CHAD-TEST)

Select List:

CHAD-TEST Chad Testing List #2

Administrators

Security

Attachments

Digests

Subject T

Tips: [Levels of Validation](#) | [Subscription Options](#) | [Who May](#)

3. Scroll down to the "SEND" section, and enter the e-mail addresses of the people you want to be able to send to the list in the box provided (one per line) Leave the Drop Down set to " --- ".

Send **Setting**

This keyword determines what addresses are allowed to post to the list with or without approval (moderation).

Summary of current "Send" setting:

Note: If you change the primary **Send=** setting, the header will be automatically updated and the page redisplayed with the valid options for the new setting you selected.

? **Send=** ---

? Special:

mickey.mouse@disney.com
ccarson@laca.org

(OTHERLIST)
Owner(OTHERLIST)
someuser@example.com

? Confirm:

? Only Non-Members confirm:

OPTIONAL: Click the "CONFIRM" checkbox if you want the Listserv server to confirm each message sent to the list before delivering it. For example, CCARSON@LACA.ORG sends a message to the list. A few minutes later, CCARSON@LACA.ORG gets a message from the Listserv server saying "This message was sent from CCARSON@LACA.ORG for delivery. If this really came from you, click the link below", and it will provide a confirmation link that must be clicked before the message will be sent.

4. Click the SUBMIT button at the bottom of the page to save the changes.