



IT: Principal Investigator's LAB Listserv

PURPOSE: As LISTSERV owner, Principal Investigator's will need to know how to add and delete subscriptions to their account. You may control your list by either accessing the Email List Service website (<https://listserv.cc.emory.edu>) or sending commands in the body of an e-mail message addressed to the LISTSERV server at the LISTSERV@Listserv.Emory.Edu.

LISTSERV names are shared by everyone at Emory. These names must be unique and must follow a predefined format protocol. The length of the LISTSERV name must be between 3 and 32 characters in length. It should not contain any spaces or symbols except dashes. Our LISTSERV format: DAR-[Principal Investigator's Last Name]-LAB eg: DAR-SMITH-LAB

Please note:

- LISTSERV lists should NOT be used to transmit any sensitive, confidential, FERPA, or HIPAA related communications.
- As the list owner, you are responsible for any sensitive information transmitted to your list and (if you choose to have an archive) stored in the LISTSERV archive.
- Lists which are inactive (*i.e.* no posts) for over one year may be terminated.
- Lists are expected to be maintained, and list owners are responsible for the configuration.

There are many commands available, but ADD, SUBSCRIBE, DELETE, QUIET, HELP and INFO are the most important.

- ADD a subscription for another person to your Listserv:
 - ADD [listname] userid@emory.edu FirstName LastName
 - [listname] is the name of the list
 - userid@emory.edu is the FULLY QUALIFIED email address of the new subscriber
 - FirstName LastName is the new subscriber's proper name.

eg: To: listserv@listserv.cc.emory.edu
Subject:

ADD mylist jsmith@emory.edu John Smith

The ADD command is a PRIVILEGED command only for use by the list OWNER (Emory PI). This command will FAIL when used by an individual subscriber to create his/her own subscription.



- SUBSCRIBE to a Principal Investigator's Listserv:
 - SUBSCRIBE [listname] FirstName LastName
 - [listname] is the name of the list
 - FirstName LastName is the new subscriber's proper name

eg: To: listserv@listserv.cc.emory.edu
Subject:

SUBSCRIBE mylist John Smith

- DEL (Delete) a subscription for another person:
 - DEL [listname] [userid@domain.name](mailto:user@domain.name)
 - [listname] is the name of the list
 - userid@domain.name is the FULLY QUALIFIED email address of the subscriber to be removed

eg: To: listserv@listserv.cc.emory.edu
Subject:

DEL mylist jsmith@emory.edu

(Note: Do not include the proper name in a delete command.)

By default, LISTERV will send a notice to each subscriber notifying him or her that the subscription has been added or deleted. If you would like to suppress this notice, prefix the command with "QUIET".

eg:To: listserv@listserv.cc.emory.edu
Subject: {Leave blank}

QUIET ADD mylist jsmith@emory.edu John Smith

Also note that you can include many different commands in one note. Just put each one on a separate line. This means that, if you have 5 people to add to a list, you can do it with one note that contains

5 - ADD commands on 5 different lines.



eg:To: listserv@listserv.cc.emory.edu
Subject:

QUIET ADD mylist asmith@emory.edu Amy Smith
QUIET ADD mylist bsmith@emory.edu Bob Smith
QUIET ADD mylist csmith@emory.edu Cathy Smith
QUIET ADD mylist dsmith@emory.edu Danny Smith
QUIET ADD mylist esmith@emory.edu Emily Smith

This information just scratches the surface of what's available with LISTSERV. You can get additional information directly from LISTSERV or via the web.

- HELP The HELP command will respond with a very brief summary of a few commands.
- INFO The INFO command can be used to retrieve more extensive documentation. (Just send INFO for a summary.)

There are several online documentation resources available at:

LISTSERV Documentation: <http://www.lsoft.com/resources/manuals.asp>