Listserv - How to Update Your Subscription Settings to Get a Copy of Your Sent Message

The default setting for LSoft Listserv does not send a copy of messages you email to the list back to you as a subscriber. While the message is successfully sent to all other members of the list, you will not see it in your inbox as an email like all other subscribers. Follow these steps to update your settings to receive a copy of messages you send to the list.

Step-by-step guide

These steps assume you have registered for a Listserv account. If you have not, follow the steps here - Listserv - Registering for an Account.

1. Open the Listserv site at the address, https://lists.mccombs.utexas.edu/scripts/wa.exe?INDEX, and click the 'Login' link in the upper right corner of the page.

2. On the Login page, enter the @mccombs.utexas.edu email address and the password you set during Listserv registration and click 'Log In.'

3. Once logged in, go to Subscriber's Corner from the gray navigation bar at the top of the page.

4. In Subscriber's Corner, find the list you'd like to update your settings for and click '[Settings]' next to it.
5. You’ll be taken to a page with settings specific to the list you selected. Under ‘Acknowledgements’ change the setting to ‘Receive copy of own postings’ and click ‘Update Options.’

If you need to make this change on multiple lists, return to Subscribers Corner and repeat steps 4-5 for each list.