

Listserv - How to Update your Subscribed Email Address

Follow these steps if you're a student subscribed to a McCombs student mailing list and need to change your subscribed email address or unsubscribe.

Step-by-step guide

1. First, you will need to register for a Listserv password using the current email address with which you are subscribed to a list. The email address you register with *must* match an email address subscribed to a McCombs mailing list. Complete the steps in the article [Listserv - Registering for an Account](#) and then move on to step 2 below.
2. Visit this address to Login with your Listserv account - <https://lists.mcombs.utexas.edu/scripts/wa.exe?LOGON> - Enter the email address and password you registered with and click 'Login.'


LISTS.MCCOMBS.UTEXAS.EDU

3. You'll be shown a LISTSERV Archives page. Click on 'Subscriber's Corner' in the upper left.

List Name	List Title
ALLMCCOMBSEXECEDMBASTUDENTS	All McCombs Exec Ed MBA Students (0 Subscribers)
ALLMCCOMBSMPASTUDENTS	All McCombs MPA Students (0 Subscribers)
ALLMCCOMBSMSBASTUDENTS	All McCombs MSBA Students (0 Subscribers)
ALLMCCOMBSMSFSTUDENTS	All McCombs MSF Students (0 Subscribers)
ALLMCCOMBSMSITMSTUDENTS	All McCombs MSITM Students (2 Subscribers)
ALLMCCOMBSMSTCSTUDENTS	ALL MCCOMBS MSTC STUDENTS (0 Subscribers)
ALLMCCOMBSUNDERGRADUATESTUDENTS	All McCombs UNDERGRADUATE Students (0 Subscribers)
DMBA COHORT 1 - 2018	DMBA COHORT 1 - 2018 (48 Subscribers)
DMBA COHORT 1 - 2019	DMBA COHORT 1 - 2019 (50 Subscribers)
DMBA COHORT 2 - 2018	DMBA COHORT 2 - 2018 (52 Subscribers)
DMBA COHORT 2 - 2019	DMBA COHORT 2 - 2019 (50 Subscribers)
DMBA STUDENTS	DMBA STUDENTS (0 Subscribers)

4. Once in Subscriber's Corner, you'll see the lists you're subscribed to. Click on 'Settings' next to the list name to change your subscribed email address.

LISTSERV 16.0
Subscriber's Corner Email Lists

 **Subscriber's Corner**

Report Format
Report Format: On Screen

Search Options
Show Lists:
Show All Lists: Show Subscribed Lists Only Search

My Lists **My Settings**


Subscribed to 1 List as jeff.frelack@mcombs.utexas.edu

[Check All](#) | [Uncheck All](#)

List Names
<input type="checkbox"/> LISTSERV-TESTERS [Settings] Post] LISTSERV-TESTERS --

5. Change your email address and click 'Update Options' to save the changes. You will be sent a confirmation email to the new email address and need to click the link to confirm your subscription or reply with OK in the body of the email.

LISTSERV 16.0
Subscriber's Corner Email Lists

 **Subscribe or Unsubscribe to the LISTSERV-TESTERS List**

LISTSERV-TESTERS@LISTS.MCCOMBS.UTEXAS.EDU

You are currently **subscribed** to the LISTSERV-TESTERS list.
From this screen, you can update your subscription options or unsubscribe.

List Name: LISTSERV-TESTERS LISTSERV-TESTERS

Name: Jeff Frelack

Email Address: Jeff.Frelack@mcombs.utexas.edu
Subscribed Since: 18 Aug 2017

Subscription Type

- ☒ Regular [NODIGEST]
- ☐ Digest (traditional) [NOMIME DIGEST]
- ☐ Digest (MIME format) [NOHTML MIME DIGEST]
- ☐ Digest (HTML format) [HTML DIGEST]
- ☐ Index (traditional) [NOHTML INDEX]
- ☐ Index (HTML format) [HTML INDEX]

Mail Header Style

- ☒ Normal LISTSERV-style header [FULLHDR]
- ☐ LISTSERV-style, with list name in subject [SUBJECTHDR]
- ☐ "Dual" (second header in mail body) [DUALHDR]
- ☐ sendmail-style [IETFHDR]
- ☐ Normal LISTSERV-style (RFC 822 Compliant) [FULL822]

Acknowledgements

- ☐ No acknowledgements [NOACK NOREPRO]
- ☒ Short message confirming receipt [ACK NOREPRO]
- ☐ Receive copy of own postings [NOACK REPRO]

Miscellaneous

- ☐ Mail delivery disabled temporarily [NOMAIL]
- ☐ Address concealed from REVIEW listing [CONCEAL]

[Update Options](#) [Unsubscribe \(LISTSERV-TESTERS\)](#)

Please note that once you change your subscribed email address, you need to register for a Listserv password with the new email address to make any future changes to your subscription.

Related articles

- [Listserv - Verify List Membership](#)
- [Listserv - How to Update your Subscribed Email Address](#)