## 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.
- Visit this address to Login with your Listserv account https://lists.mccombs.utexas.edu/scripts/wa.exe?LOGON Enter the email address and password you registered with and click 'Login.'

gin Requ	ired	
ogin Requin	er d	
Please enter In" button. If password, y	your email address and your LISTSERV password and click on the "Loy this is the first time you see this prompt, or if you have forgotten your ou will need to get a new LISTSERV password first.	9
	Password:	
	Log In Change Password	

LISTS.MCCOMBS.UTEXAS.EDU

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

LISTSERV Archives	
his LISTSERV server is located at LISTS.MCCOMBS pe in the list name in the search box to the right. For ist Name	S.UTEXAS.EDU. Below you will find all lists that have been configured for publists that have been configured with an HTML description, you can get more in
	All McCombs Exec Ed MBA Students (0 Subscribers)
ALLMCCOMBSMPASTUDENTS	All McCombs MPA Students (0 Subscribers)
	All McCombs MSBA Students (0 Subscribers)
	All McCombs MSF Students (0 Subscribers)
	All McCombs MSITM Students (2 Subscribers)
	ALL MCCOMBS MSTC STUDENTS (0 Subscribers)
	S All McCombs UNDERGRADUATE Students (0 Subscribers)
DMBACOHORT1-2018	DMBA COHORT 1 -2018 (48 Subscribers)
DMBACOHORT1-2019	DMBA COHORT 1 - 2019 (50 Subscribers)
DMBACOHORT2-2018	DMBA COHORT 2 - 2018 (52 Subscribers)
DMBACOHORT2-2019	DMBA COHORT 2 - 2019 (50 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 Co	mer	
Report Format		
2 Report Format:	On Screen	
Search Options		
3 Show Lists:		
3 Show All Lists:	Show Subscribed Lists Only	Search
My Lists My Setting Subscribed to 1 List as j	⊧ eff.frelack@mccombs.utex	kas.edu
Check All   Uncheck All		
List Names 🔺		
LISTSERV-TESTE	RS [Settings] Post] RS	

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.

	6.0	
ubscriber's Corner Em	ail Lists	
Subscri	be or Unsubscribe to the LISTSERV-TEST	FERS List
LISTSERV-TEST	ERS@LISTS.MCCOMBS.UTEXAS.EDU	
ou are currently subsc	ribed to the LISTSERV-TESTERS list.	
From this screen, you ca	in update your subscription options or unsubscribe.	
List Name:	LISTSERV-TESTERS LISTSERV-TESTERS	<b>•</b>
Name:	Jeff Frelack	
Email Address:	Jeff.Frelack@mccombs.utexas.edu	
	Subscribed Since: 18 Aug 2017	
3 Subscription Type	<ul> <li>Regular</li> </ul>	[NODIGEST]
	O Digest (traditional)	[NOMIME DIGEST]
	<ul> <li>Digest (MIME format)</li> </ul>	[NOHTML MIME DIGEST]
	<ul> <li>Digest (MIME format)</li> <li>Digest (HTML format)</li> </ul>	[NOHTML MIME DIGEST] [HTML DIGEST]
	Digest (MIME format) Digest (HTML format) Index (traditional)	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX]
	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format)	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX]
3) Mail Header Style	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header	(NOHTML MIME DIGEST) (HTML DIGEST) [NOHTML INDEX] (HTML INDEX) [FULLHDR]
3 Mail Header Style	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR]
3) Mail Header Style	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject "Dual" (second header in mail body)	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR] [DUALHDR]
3 Mail Header Style	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject "Dual" (second header in mail body) sendmail-style	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR] [DUALHDR] [IETFHDR]
3) Mail Header Style	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject "Dual" (second header in mail body) sendmail-style Normal LISTSERV-style (RFC 822 Compliant)	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR] [DUALHDR] [IETFHDR] [FULL822]
<ol> <li>Mail Header Style</li> <li>Acknowledgement:</li> </ol>	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject "Dual" (second header in mail body) sendmail-style Normal LISTSERV-style (RFC 822 Compliant) S No acknowledgements	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR] [DUALHDR] [IETFHDR] [FULL822] [NOACK NOREPRO]
Mail Header Style         Acknowledgement	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject "Dual" (second header in mail body) sendmail-style Normal LISTSERV-style (RFC 822 Compliant) Normal LISTSERV-style (RFC 822 Compliant) No acknowledgements Sohort message confirming receipt	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR] [DUALHDR] [IETFHDR] [FULL822] [NOACK NOREPRO] [ACK NOREPRO]
3 Mail Header Style 3 Acknowledgement	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject "Dual" (second header in mail body) sendmail-style Normal LISTSERV-style (RFC 822 Compliant) No acknowledgements Sohort message confirming receipt Receive copy of own postings	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR] [DUALHDR] [IETFHDR] [FULL822] [NOACK NOREPRO] [NOACK REPRO]
<ol> <li>Mail Header Style</li> <li>Acknowledgement</li> <li>Miscellaneous</li> </ol>	Digest (MIME format) Digest (HTML format) Index (traditional) Index (HTML format) Normal LISTSERV-style header LISTSERV-style, with list name in subject "Dual" (second header in mail body) sendmail-style Normal LISTSERV-style (RFC 822 Compliant) No acknowledgements Short message confirming receipt Receive copy of own postings Mail delivery disabled temporarily	[NOHTML MIME DIGEST] [HTML DIGEST] [NOHTML INDEX] [HTML INDEX] [FULLHDR] [SUBJECTHDR] [DUALHDR] [IETFHDR] [FULL822] [NOACK NOREPRO] [ACK NOREPRO] [NOACK REPRO] [NOACK REPRO]

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**

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  Listserv How to Update your Subscribed Email Address