

Listserv - Verify List Membership

Follow these steps to verify your list's membership is correct after it has been migrated to LSoft Listserv

Step-by-step guide

1. Open the Listserv site at the address, <https://lists.mcombs.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 @mcombs.utexas.edu email address and the password you set during [Listserv registration](#) and click 'Log In.'



Login Required

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 prompt, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

Email Address:


Password:

3. Once logged in, hover over the 'List Management' menu in the upper left corner of the page and click 'Subscriber Management' from the list.

Logged in as: [teresa.phillips@mcombs.utexas.edu](#) (Owner)



LISTSERV 16.0


List Management ▾ Subscriber's Corner Email Lists

 **LISTSERV Archives**

LISTS.MCCOMBS.UTEXAS.EDU

This LISTSERV server is located at LISTS.MCCOMBS.UTEXAS.EDU. Below you will find all lists that have been cc search box to the right. For lists that have been configured with an HTML description, you can get more information

| List Name | List Title |
|---|--|
|  LISTSERV-TESTERS | Listserv Testers (1 Subscriber) |
|  XBA-TEST | Test Degree Program List (0 Subscribers) |

 Lists per Page:

Logged in as: teresa.phillips@mcombs.utexas.edu (Owner)

LISTSERV 16.0

List Management ▾ Subscriber's Corner Email Lists

- List Dashboard
- List Configuration ▸
- List Reports ▸
- Customization ▸
- Subscriber Management**
- LISTSERV Command

This LISTSERV server is located at **LISTS.MCCOMBS.UTEXAS.EDU**. Below you will find all lists that have been configured with an HTML description, you can get more information by clicking on the search box to the right. For lists that have been configured with an HTML description, you can get more information by clicking on the search box to the right.

| List Name | List Title |
|-------------------------|--|
| LISTSERV-TESTERS | Listserv Testers (1 Subscriber) |
| XBA-TEST | Test Degree Program List (0 Subscribers) |

Lists per Page: 50

4. Select the name of list you'd like to verify from the 'Select List' menu at the top of page. Then click on 'Review List Membership In Browser' at the bottom of the page.

Logged in as: michelle.amone@mcombs.utexas.edu (Administrator)

LISTSERV 16.0

Server Administration ▾ List Management ▾ List Moderation ▾ Subscriber's Corner Email Lists

Subscriber Management (LISTSERV-TESTERS)

Select List:
 LISTSERV-TESTERS LISTSERV-TESTERS
 [Previous] [MSFS-X] [Next]

How to Manage Subscribers

This interface allows you to examine, delete, and add subscribers to a list. To delete or add many subscribers at a time, use the "Bulk Operations" tab.

- To examine a subscriber, enter the name or email address in the "Examine or Delete Subscription" box. Any text will automatically expand to using a wildcard at the beginning and the end of the string.
- Click on the "Search in LISTSERV-TESTERS" button.
- To add a subscriber, enter the name and email address in the "Add New Subscriber" box.
- Choose whether to notify the subscriber about being added to the list.
- Click on the "Add to LISTSERV-TESTERS" button.

Single Subscriber **Bulk Operations**

LISTSERV-TESTERS

Examine or Delete Subscription

Name or Address:
 henry@somewhere.com
 Henry Brown
 s"via
 Search in LISTSERV-TESTERS Clear

Add New Subscriber

Email Address and Name:
 henry@somewhere.com Henry Brown
 Henry Brown <henry@somewhere.com>
☒ Send Email Notification
☐ Do Not Notify the User
 Add to LISTSERV-TESTERS Clear

Review List Members: **In Browser** | Email

5. You'll then be shown a text list of all subscribers to your mailing lists, with the total number of subscribers at the bottom of the list. If you see an error in your list's membership after migration, please contact Computer Services.



LISTSERV Command Interface (LISTSERV-TESTERS)

Select List:

LISTSERV-TESTERS LISTSERV-TESTERS
[A-MSFS][MSFS-X] [Next]

*****@MCOMBS.UTEXAS.EDU *****
*****@MCOMBS.UTEXAS.EDU Ins Lname

*
* Total number of users subscribed to the list: 2
* Total number of local host users on the list: 0
*

LISTSERV-TESTERS

Related articles

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