How to post/send to a Listserv

Once you have subscribed to a list, you can post messages to the list through the web interface (listserv.uga.edu) or by sending an email to your list (example: listname@listserv.uga.edu).

- Go to the UGA LISTSERV home page (http://listserv.uga.edu)
- Select the list you wish to post a message to.
- Click Log in.
- Click on Post New Message in the sidebar.

- The Send Message page will appear

- Write your message. You can choose to draft your message in Plain Text or HTML. You can choose HTML Source Code under Content-Type for additional visual features when drafting your message

- After writing your message, click Send at the bottom of the screen.
- Your message will be posted.
  - Note: If your list is moderated by an editor or owner, they will review the message before approving or denying it.

- Open a message in your email client (such as Outlook, Yahoo!, or Gmail)
  - Note: This should be the email address you have used to subscribe to a list.
- In the "to" field, address the email to your listname (example: listname@listserv.uga.edu).
- Write a subject line.
- Write the text in the body of the email.
- Click send.
• Note: If your list is moderated by an editor or owner, they will review the message before approving or denying it.

Related articles

• How to post/send to a Listserv
• What is a Listserv?
• What are the available Listserve restriction settings?
• How to unsubscribe from a Listserv
• How to subscribe to a Listserv