How to request a Listserv

All University of Georgia students, faculty, staff and recognized student organizations are eligible to start new lists. A request to create a new list may be submitted on the UGA LISTSERV website. Please allow up to three business days for your list to be created. You will receive an email when the list is ready. Instructions will be provided in the email. Once a list has been created, a list owner can modify the settings.

How to request a Listserv:

1. Go to the UGA LISTSERV home page (http://listserv.uga.edu)
2. Click Request a List in the top bar.

You will be redirected to the LISTSERV list request form page

1. Complete the following fields to submit a request for a list. Instructions are provided on the page.
   - List name
   - Descriptive list title
   - List affiliation
   - List expiration date
   - List owner's email address
   - List owner's first name
   - List owner's last name

2. If you want a list co-owner, you may provide their information.

3. Decide if you want an open or private list.
   - Open lists may be subscribed by anyone.
   - Private lists may be approved or denied by the list owner. Requests to join the list are sent to the list owner.

4. Decide if you want a confidential or non-confidential list.
   - Confidential lists are not published on the LISTSERV website's list of lists and do not appear in list searches. People must know the name of a confidential list, type it in the Access Unlisted Lists search bar on the LISTSERV website.

5. Decide if you want messages posted to your list to be archived.
   - By default, access to list archives (regardless of other settings, such as confidential or private) are available only to list subscribers.

6. Decide who are your initial subscribers.
   - The initial subscribers may be submitted when you create a request to submit a list.

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