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:**

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

- You will be redirected to the LISTSERV list request form page

- 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
- If you want a list co-owner, you may provide their information.
- 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.
- 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.
- 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.
- Decide who are your initial subscribers.
  - The initial subscribers may be submitted when you create a request to submit a list.

**Related articles**

- How do I contact Listserv Administrator?
• How to find a list of available Listservs
• How to post/send to a Listserv
• What is a Listserv?
• What are the available Listserve restriction settings?