How to subscribe to a Listserv

There are two types of lists: Open and private. Anyone may join an open list. Private lists require approval by a list owner or moderator. Private list requests may take additional time while the list owner reviews your request to join.

There are two methods to subscribe to any list:

- Go to the UGA LISTSERV home page (http://listserv.uga.edu)
- Open lists are listed on the home page.
- Click on the open list you want to join
- Click Subscribe or Unsubscribe in the right box
- Enter your name and email address. Click Log In.
- Click on the Subscribe (listname) button

- A confirmation email will be sent to the email you provided. Confirm your subscription by clicking on the first link provided in the body of the email.
- A new window will open in your web browser confirming you as a subscriber to the list.
You may receive another email with instructions on how to post messages to the list via the LISTSERV website or email and other details about settings.

If you want to join a closed list by the website:

- Go to the UGA LISTSERV home page (http://listserv.uga.edu)
- If you don’t see your list shown in the list on the home page, enter the name in the Access Unlisted Lists search tool and click Submit.
  - Note: You must know the name of your list in order to join it. You may need to ask the list owner for the exact list name.

To subscribe via email:

- Send an email to listserv@listserv.uga.edu
- Put the following in the body of the message of your email:
  - Subscribe listname yourfirstname yourlastname
- An email will be sent to the email address you provided for a subscription request. Click on the first link in the email to confirm your subscription to that requested list.

Related articles

- What is a Listserv?
- What are the available Listserv restriction settings?
- How to unsubscribe from a Listserv
- How to subscribe to a Listserv
- How to setup/reset the Listserv password