How do I add a listserv subscriber?

Tell Me

End of Service

This service is being replaced by Google Groups. ITS will be working with current listserv owners to ensure a smooth transition. This transition is expected to occur during the 2015-2016 academic year.

1. Go to https://listserv.uncc.edu
2. Click Login in the top right corner
3. Log in using your personal listserv account credentials
4. Select List Management > Subscriber Management

5. In the Add New Subscriber section, enter the subscribers email address and name
6. Select the option to Send Email Notification or Do Not Notify User
7. Click Add to <listserv name>
8. You should receive a notification that the subscribers have been added to the listserv
9. Repeat steps 5-8 if you would like to add multiple subscribers to a listserv

Related FAQs

Page: What does a listserv owner do?
Page: How do I update my listserv password?
Page: How do I request a listserv?
Page: How do I create a listserv account?
Page: How do I delete or remove a listserv subscriber?