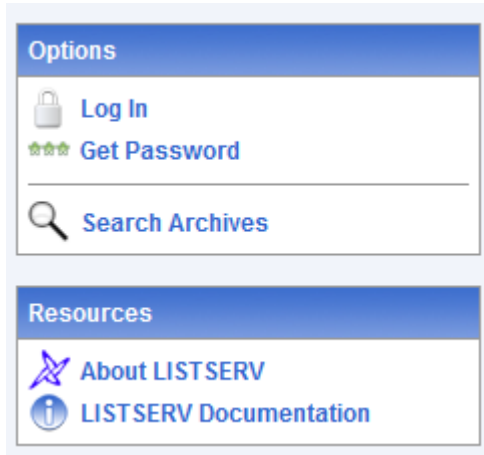


## LISTSERV Instructions

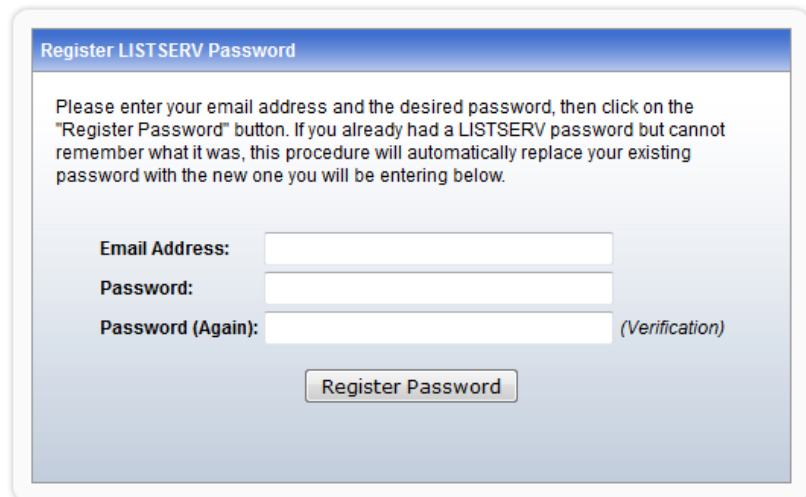
To get to LISTSERV go to <http://www.worcester.edu/listserv>



For first time Users you will need to click Get Password. Returning users can login to LISTSERVE by clicking the **Login** button

### Register LISTSERV Password

First time users will need to insert your **Email** and create a Password. (This password won't change and is separate from your WSU Password)



The screenshot shows a form titled "Register LISTSERV Password". The form contains the following text: "Please enter your email address and the desired password, then click on the 'Register Password' button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below." Below this text are three input fields: "Email Address:", "Password:", and "Password (Again):" with a "(Verification)" label to the right of the second field. A "Register Password" button is located at the bottom of the form.

You will get a **Confirmation Sent** Notification, if done correctly

#### Confirmation Sent

Your password registration request has been accepted. For your protection, the password will not be activated just yet (anyone could have completed this form using your email address). To activate your password, simply follow the instructions which have been sent to you at [cklemba@worcester.edu](mailto:cklemba@worcester.edu). Please wait until you receive a message from LISTSERV saying "Your new password was registered successfully" before trying to use it with the Web interface.

Open your Email and **follow the Link**.  
You should receive this notification.



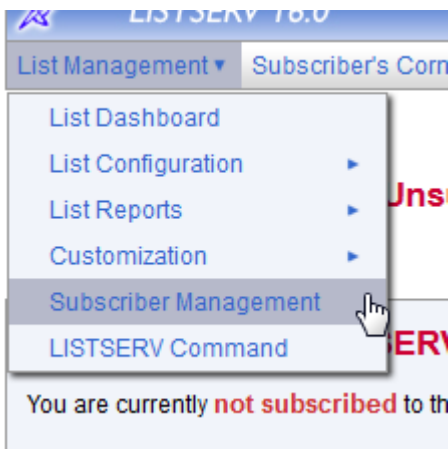
## LISTSERV Command Response (22118B47)

OK 22118B47

Confirming:

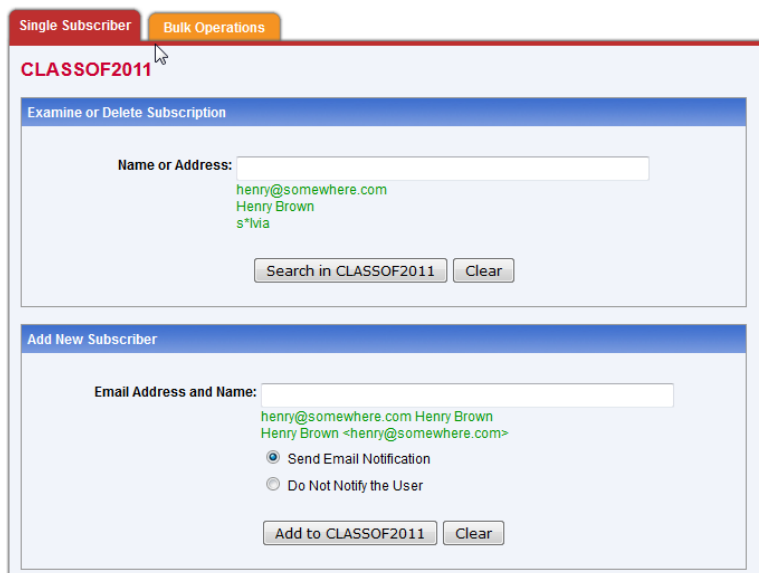
> PW REP \*\*\*\*\*

Your new password was registered successfully.



In the top right corner you will find **Subscriber Management** located under the **List Management** Dropdown Menu

You can do **Single Subscriber** or submit a **Bulk list** Submission by clicking the appropriate tab



Now **Import** the list of subscribers you want to add.

Single Subscriber Bulk Operations

### CLASSOF2011

**Caution:** Some of the functions offered through this page will **remove all subscribers** from CLASSOF2011. Double-check your selection before submitting.

**Function:**

- Add the imported addresses to CLASSOF2011; do not remove any subscribers.
- Remove **all subscribers** from CLASSOF2011, and **add** the imported addresses (to remove all subscribers, select this option and omit the input file).
- Remove the imported addresses from CLASSOF2011; do not add any subscribers.
- Remove the imported addresses from **all lists**.

Input File:  No file selected.