

Procedure for Creating a Listserv/Email Alias

These are the *general* steps to establish a listserv and its associated email alias:

1. Apply for a listserv.
2. Create a listserv password.
3. Add subscribers to the listserv.
4. Request an email alias.
5. Test the email alias.

If you need assistance, please contact a Computer Center staff member or the listserv support staff at U.P. (lsvmaint@psu.edu).

Procedure for Creating a Listserv/Email Alias

Part 1: Apply for a Listserv

Apply for a listserv that is to be used in conjunction with an alias.

1. Go to <http://lists.psu.edu> and select the link: Request a New Mailing List.

PENNSYLVANIA STATE UNIVERSITY
Information Technology Services
LISTSERV 15.0

Search: People | Departments | Penn State

Welcome To LISTSERV®15 [Log out](#)

Information Technology Services (ITS) uses the LISTSERV® system to manage almost 6,000 mailing lists containing a total of about 1,800,000 subscribers. Classes, clubs, committees and professional organizations use the lists for announcements and discussions.

Subscriber Pages

- [Subscriber's Corner](#)
Manage your list subscriptions on this server.
- [Online Mailing List Archives](#)
Browse the archives of public lists on this server.
- [Archive Search](#)
Search through multiple lists' archives at the same time.
- [Catalist Email List Search](#)
Search for a list of interest with the official catalog of public LISTSERV® lists.

Administration

- [Request a new mailing list](#)
(Penn State Students and Employees) Fill out form requesting a new list
- [Delete an existing mailing list](#)
(List Owners Only) Send mail to request that a list be deleted.
- [Mailing List Management Interface](#)
(List Owners Only) Configure your list and manage subscriptions.
- [Mailing List Moderation Interface](#)
(List Moderators Only) Moderate list postings.
- [Server Management Interface](#)
(LISTSERV Administrator Only) Create lists, configure Web pages, view reports, and other functions.

2. Complete the form keeping the following in mind:
 - a. Important: Designate 2 list owners!!
 - b. Select these options in response to the questions:
 - Closed (Who can join the list?)
 - Public (Who can send mail to the list?)
 - Sender (Where should replies be sent?)
 - c. See the next page for an example of a completed form.
3. Within 2 days, you will receive an email to confirm the creation of your listserv. It will look similar to the message below.

Date: Tue, 18 Jan 2005 12:03:06 -0500
To: ddz@psu.edu
From: Bill Verity <whv@psu.edu>
Subject: Managing the L-BDCCWEBMASTER list.

L-BDCCWEBMASTER is ready to use.

If you are new to listserv lists, you may want to look at a document called "Create and Maintain a Penn State Listserv" that Carolyn Dudas from Penn State Behrend has written. The url is <http://www.pserie.psu.edu/compctr/guides/ListServ1.pdf>

When you write "to the list", you should send the mail to L-BDCCWEBMASTER@lists.psu.edu. If someone else would write to the list, they will get a message that only the owner can send.

You can manage your list with a web browser or with e-mail. For the web,


Go to <http://lists.psu.edu>
Select "Mailing list management interface (list owners only)"
Enter your e-mail address and listserv password on the login screen and click "login"
Select L-BDCCWEBMASTER from the List Name window

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Example: Listserv Application Form

This is an example of a completed application form for the purpose of creating a listserv which will be associated with an email alias.

PENNSSTATE Search: People | Departments | Penn State

Information Technology Services
LISTSERV 15.5 

Request For A New Mailing List

(Limited to Penn State faculty, staff and students)

This form will collect the information we need to create your mailing list. Of course, changes can be made later to further customize your list. The behavior of your list is controlled by a set of list keywords that are stored in a file on our server. If you want to see a list of all possible keywords, you can look at an appendix to the owner's manual: [List Keyword Reference](#).

NEW CHOICE: You can now manage subscribers with a User Managed Group. See the [UMG options](#) at the bottom of this form.

When you are finished entering the requested information, press the submit button at the end of the form.

1. What is your e-mail address and name in case we have questions about this form
For example, jxd123@psu.edu John Doe
2. What list name would you like [\[Help\]](#)
3. Enter a short description. [\[Help\]](#)
4. Supply a short paragraph about the purpose and rules for list. This will be added as comments in the list header. People will see it if they REVIEW the list

Choose one or more list owners: [\[Help\]](#)

5. Primary Owner's E-mail address and name (e.g. xyz123@psu.edu The Nittany Lion)
6. Additional Owner's e-mail address and name, one person per line:

Just a few more questions

- Who can join the list? [\[Help\]](#)
 - Closed - only owner can add subscribers.
 - By Owner - only the owner can add subscribers, but if someone tries to subscribe, the owner will be sent a note.
 - Open - anyone can join
- Who can send mail to the list?
 - Owner - Suitable for announcement list. Similar to edited list except if others send they will get a rejection.
 - Editor - Editor will normally send mail to the list. If someone else sends a note, it will be sent to the editor for approval.
 - Private - Just list subscribers. Good for discussion lists.
 - Public - Anyone can send. Might be good for general questions about a department or program.
- Where should replies be sent?
 - List - Useful for discussions.
 - Sender - More appropriate for lists that are used for announcement
- Would you like to control the membership by way of a User Managed Group (UMG) or Course Group? [\[Help\]](#)
 - No
 - Yes - choose a group cn=umg/
- Let's start over again.

Submit your request. Someone will look at this and either create the list or ask you some more questions.

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Part 2: Create a Listserv Password

After receiving an email that confirms the creation of your listserv:

4. Go to <http://lists.psu.edu> and select the link: Mailing List Management Interface.
5. At the Login page, select the link: to get a new LISTSERV password to create a listserv password.
 - a. DO NOT use your email password as your listserv password!!
 - b. You will receive an email asking you to confirm your password.

Login Required

Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this dialog, or if you have forgotten your password, you will need to **get a new LISTSERV password** first.

Email Address:

Password:

6. Confirm your password within 48 hours. To do so, click on the embedded link within the email notification.

Date: Fri, 24 Sep 2004 09:41:17 -0400
X-PH: V4.1@tr12h05
From: "L-Soft list server at LISTS.PSU.EDU (1.8e)" <LISTSERV@LISTS.PSU.EDU>
Subject: Command confirmation request (2D738A58)
To: Carolyn Dudas <ddz@PSU.EDU>
X-Virus-Scanned: amavisd-sophos
X-PSU-Spam-Flag: NO
X-PSU-Spam-Hits: -104.9

Your command:

PW REP XXXXXXXX

requires confirmation. To confirm the execution of your command, simply point your browser to the following URL:

<http://lists.psu.edu/cgi-bin/wa?OK=2D738A58>

Alternatively, if you have no WWW access, you can reply to the present message and type "ok" (without the quotes) as the text of your message. Just the word "ok" - do not retype the command. This procedure will work with any mail program that fully conforms to the Internet standards for electronic mail. If you receive an error message, try sending a new message to LISTSERV@LISTS.PSU.EDU (without using the "reply" function - this is very important) and type "ok 2D738A58" as the text of your message.

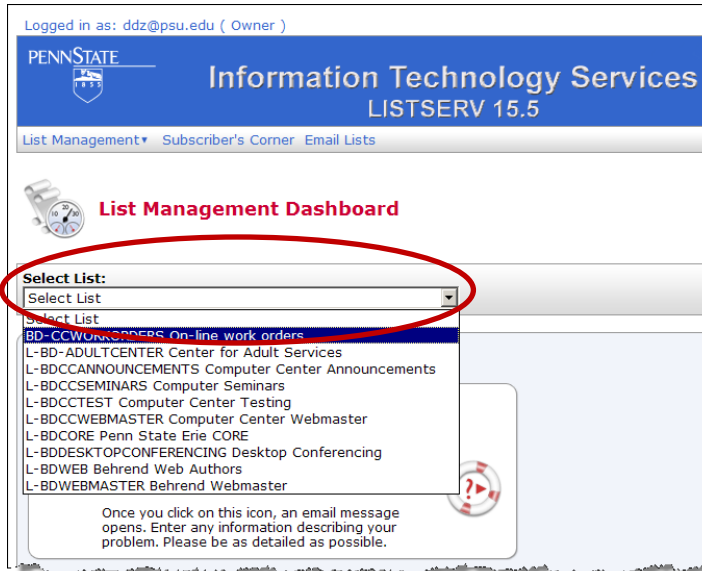
Finally, your command will be cancelled automatically if LISTSERV does not receive your confirmation within 48h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do NOT want to confirm the command, simply discard the present message and let the request expire on its own.

You must confirm your password within 48 hours. To do so, click on the embedded link.

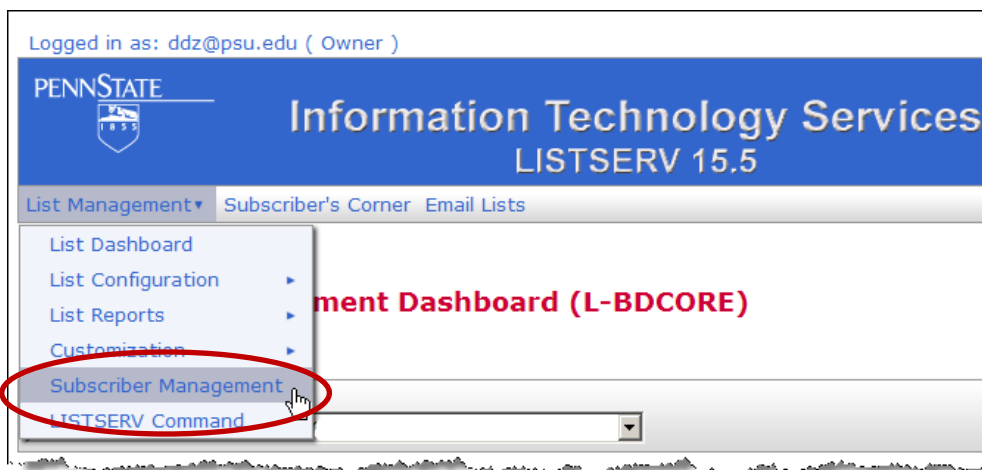
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Part 3: Add Subscribers to the Listserv

7. Go to <http://lists.psu.edu>, select the link: Mailing List Management Interface, and login.
8. Select your listserv name from the *Select List* drop-down menu.



9. Add subscribers (i.e. those who are to receive the messages from the alias). To do so, select: *List Management/Subscriber Management* from the menu.
 - a. List owners do not automatically receive mail from the listserv.
 - b. You must add at least one list owner as a subscriber.



- continued -

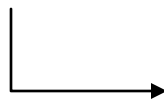
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10. Complete the section of the form called Add New Subscriber.

The screenshot shows the 'Add New Subscriber' form. The 'Email Address and Name' field contains 'jdoe@psu.edu Jane Doe'. Below this, the system has auto-generated the following text: 'henry@somewhere.com Henry Brown' and 'Henry Brown <henry@somewhere.com>'. There are two radio buttons: 'Send Email Notification' (which is selected) and 'Do Not Notify the User'. At the bottom, there are two buttons: 'Add to L-BDCCTEST' and 'Clear'.

11. Review the list membership (to proof the information that you entered for the subscribers). To do so, go to the option, **Review List Members**, and select: In Browser.

The screenshot shows the 'Subscriber Management (L-BDCCTEST)' page. At the top, it says 'PENNSTATE Information Technology Services LISTSERV 15.5'. Below that are navigation links: 'List Management', 'Subscriber's Corner', and 'Email Lists'. The main heading is 'Subscriber Management (L-BDCCTEST)'. There is a 'Select List:' dropdown menu with 'L-BDCOMPUTERCENTER Computer Center' selected. Below the dropdown are two tabs: 'Single Subscriber' and 'Bulk Operations'. Underneath, it says 'L-BDCCTEST' and 'Review List Members: In Browser By Email'. The 'In Browser' link is circled in red.

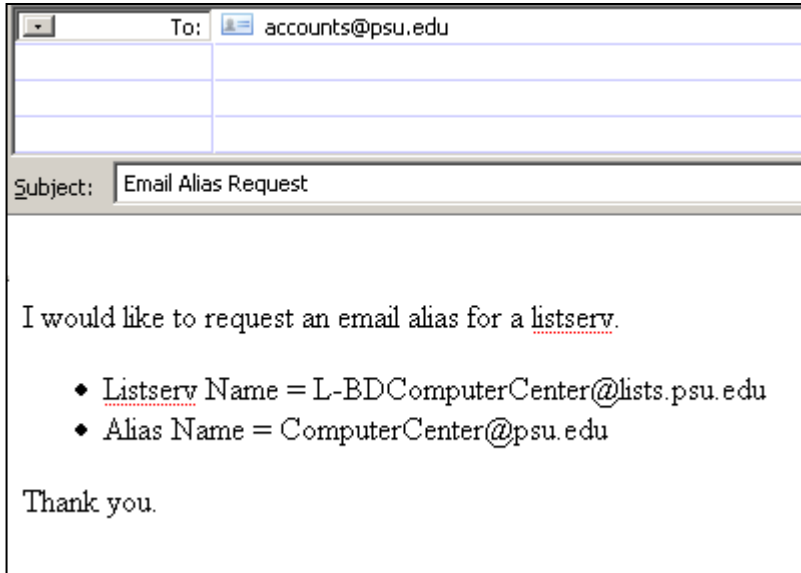


The screenshot shows the 'LISTSERV Command Interface (L-BDCCTEST)' page. At the top, it says 'PENNSTATE Information Technology Services LISTSERV 15.5'. Below that are navigation links: 'List Management', 'Subscriber's Corner', and 'Email Lists'. The main heading is 'LISTSERV Command Interface (L-BDCCTEST)'. There is a 'Select List:' dropdown menu with 'L-BDCOMPUTERCENTER Computer Center' selected. Below the dropdown, the following text is displayed:
jdoe@PSU.EDU Jane Doe
ddz@PSU.EDU C. Dudas
jts12@PSU.EDU Todd Say
*
* Total number of users subscribed to the list: 3
* Total number of local host users on the list: 0
*

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Part 4: Request an Email Alias

12. Send an email note to accounts@psu.edu to request an email alias for the listserv. Include the listserv name and the requested name for the alias.
 - a. Use the complete listserv address --- including the @lists.psu.edu portion.



The screenshot shows an email client interface. The 'To:' field contains 'accounts@psu.edu'. The 'Subject:' field contains 'Email Alias Request'. The body of the email contains the following text:

I would like to request an email alias for a listserv.

- ◆ Listsrv Name = L-BDComputerCenter@lists.psu.edu
- ◆ Alias Name = ComputerCenter@psu.edu

Thank you.

Part 5: Test the Email Alias

13. Once you receive notification that the alias has been created, test the alias to see if it works. (Send an email note to the alias. Anyone who is joined to the listserv as a subscriber should receive the email note.)

Congratulations! You can now use the email alias on your web page or other documentation.