ListServ Background

• Last updated – 1999
• No Vendor Support/Stability Issues
• 2,000+ active mailing lists
• 240,000+ subscriptions
• E-mail/Command based only
• Feature Gaps
  – No Web UI
  – Size limits
  – Security (clear-text)
Benefits of New ListServ

- Web interface for list-owners & subscribers (with valid NetID)
- LDAP interface for Security
- HTML Support
- Larger Mail Size & Attachments
- List Reporting
- Archive Searching
List Creation/Deletion

• New Form
  – List Approval

• List Deletion
  – Send an e-mail to
    list-help@northwestern.edu
E-mail Commands

Send emails to listserv@listserv.it.northwestern.edu

• Owner
  – Add listname email FName LName
  – Remove listname email FName LName

• Subscribers
  – Mail
  – No Mail
  – Digest
  – Subscribe listname FName LName
  – Unsubscribe
Listserv Application Form

This form is to be used when requesting a new electronic mailing list. To subscribe to an existing mailing list, see How do I subscribe to a list in the Quick Reference.

Before submitting the Listserv Application Form, it is recommended that you determine if the requested list is already established. The approval process may be delayed if a duplicate list is requested. Follow these steps to generate a listing of all visible lists:

1. Send e-mail to listserv@listserv.it.northwestern.edu without any subject line.
2. Type the following command in the message:
   
   LISTS LOCAL
   
   Once the Listserv application is submitted, please allow up to five business days for the request to be processed. You will receive an e-mail once the list has been approved. To request the status of your application, please contact list-help@northwestern.edu.

For more information, see the Listserv Owner Instructions, Listserv Quick Reference and Listserv Policy Web pages.

Requestor Information

Requestor NetID: 

List Information

Requested List Name: (required)
The requested list name will be part of the e-mail address that is used to send messages to the list. For example, if "asb" is the requested list name, the e-mail address for the list will be asb@listserv.it.northwestern.edu. The requested list name must be between three and sixteen characters and cannot include spaces. The only permitted punctuation marks are hyphens (-) and underscores (_).

Requested List Name: (required) UNITS

List Title: (required)
The list title is a more descriptive name for your list that will appear in the Web console and in reports showing visible list names. The list title has a maximum of 60 characters and can include spaces and punctuation.

List Title: (required) University Network of Information Technology Specialists

List Description: (required)
The list description is optional text that provides a brief summary of the list. This description is available to anyone who retrieves the public portions of the list header through a "REVIEW listname" command. The list description is displayed on the list's home page and archive index.

List Description: (required)
To facilitate communication between IT Specialists throughout the Chicago & Evanston campuses.
List Owners

At least one list owner is required. You may specify up to three additional owners in the initial application or, add them at a later date in the Web Console or by e-mail after your requested list has been approved. Be careful to enter only valid e-mail addresses.

<table>
<thead>
<tr>
<th>E-Mail Address</th>
<th>(must be a valid address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner #1:</td>
<td></td>
</tr>
<tr>
<td>Owner #2:</td>
<td></td>
</tr>
<tr>
<td>Owner #3:</td>
<td></td>
</tr>
<tr>
<td>Owner #4:</td>
<td></td>
</tr>
</tbody>
</table>

List Settings

List settings must be specified when your list is requested. You may modify these settings or set additional options in the Web Console or by e-mail after your requested list has been approved.

1. **Confidential:**

   The confidential setting controls whether the name of your list will be displayed in the Web console and on reports. If confidential is set to "Yes", the list will only be visible to the list owners.

   - **Yes** – List is not visible to the public.
   - **No** – List is visible to the public.

2. **Send:**

   This setting defines the categories of users who can send mail to the list. The default value is "Public". If "Editor" is selected, only an owner of the list or a moderator can send mail to the list. If "Moderator" is selected, any list owner or moderator can send mail to the list.
2. **Send:**

This setting defines the categories of users who can send mail to the list. The default value is "Public". If "Editor" is selected, only an owner of the list or a moderator can send mail to the list. Messages sent to the list from others will only be distributed if approved by a list owner or a list moderator. You can designate moderators for your list in the Web Console after the list has been created.

- **Public** – Anyone can send mail to the list.
- **Private** – Only subscribed members can send mail to the list. This setting is recommended if confidential (above) is YES.
- **Editor** – Only an owner or moderator can send mail to the list. Messages sent to the list from others can be distributed only if approved by an owner or moderator.

3. **Sent Message Acknowledgement:**

When a message is sent to the list, the sender can receive a copy of the message or an acknowledgement that the message was delivered. This option can be turned off after the list is created using the Web Console.

- **Copy of message**
- **Acknowledgement only**

4. **Reply-To:**

This setting controls how replies are handled. Select "List" if you want to promote open group discussion with all list members. **NOTE:** If selecting this option it is important to inform your list participants that replies to the e-mail will be seen by all other list members.

- **List** – Replies are sent to ALL members of the list.
- **Sender** – Replies are only sent to the sender.

5. **Subscription Requests:**

This setting defines whether new users are allowed to subscribe to the list.
# NU Listserv Archives

**LISTSERV.ITCS.NORTHWESTERN.EDU**

**Options:** Log In | Get Password

**Resources:** About LISTSERV | LISTSERV Documentation | CataList | Email List Search

<table>
<thead>
<tr>
<th>List Name</th>
<th>List Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAMSA-EXEC</td>
<td>APAMSA-EXEC (111 Subscribers)</td>
</tr>
<tr>
<td>ASTRO-UNDERGRAD</td>
<td>ASTRO-UNDERGRAD (110 Subscribers)</td>
</tr>
<tr>
<td>DANNYCREW</td>
<td>DANNYCREW (115 Subscribers)</td>
</tr>
<tr>
<td>LIST-TEST</td>
<td>List Test (2 Subscribers)</td>
</tr>
<tr>
<td>NETLOGO-USERS</td>
<td>NETLOGO-USERS (111 Subscribers)</td>
</tr>
<tr>
<td>SECONDTTESTLIST</td>
<td>Second Test List (20526 Subscribers)</td>
</tr>
<tr>
<td>SWCD</td>
<td>This is a test, this is only a test. (0 Subscribers)</td>
</tr>
<tr>
<td>TESTME</td>
<td>Test me (1 Subscriber)</td>
</tr>
<tr>
<td>THIRDTTESTLIST</td>
<td>Third Test List (1 Subscriber)</td>
</tr>
<tr>
<td>UNITS</td>
<td>UNITS (112 Subscribers)</td>
</tr>
</tbody>
</table>

Access Unlisted Archives: [Submit]
Primary e-mail address & NetID password

or

Alternate e-mail address & NU Listserv Password

Enter your NetID password to access all lists subscribed to or owned by your primary University e-mail address.

**Note:** If you do not see all of your lists, you may be subscribed to a listserv under an alternate e-mail address, e.g. jwildcat@gmail.com. To log in using an alternate e-mail address, you will need to **establish a new NU LISTSERV password**. Each alternate e-mail address will require a unique NU LISTSERV password.

For additional information, see Log In Instructions on the [NU Listserv Quick Reference](#).

**E-mail Address:** michael@northwestern.edu

**Password:** [masked]

Log In  Change Password

Reset your NU LISTSERV password.
## Alternate E-mail Addresses

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>E-mail Address Type</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:joewildcat2010@u.northwestern.edu">joewildcat2010@u.northwestern.edu</a></td>
<td>Primary</td>
<td>NetID Password</td>
</tr>
<tr>
<td><a href="mailto:joewildcat@u.northwestern.edu">joewildcat@u.northwestern.edu</a></td>
<td>Alternate</td>
<td>NU Listserv Password</td>
</tr>
<tr>
<td><a href="mailto:joewildcat@northwestern.edu">joewildcat@northwestern.edu</a></td>
<td>Alternate</td>
<td>NU Listserv Password</td>
</tr>
</tbody>
</table>
## LISTSERV Archives

### All Public and Private Lists

<table>
<thead>
<tr>
<th>List Name</th>
<th>List Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAMSA-EXEC</td>
<td>APAMSA-EXEC (111 Subscribers)</td>
</tr>
<tr>
<td>ASTRO-UNDERGRAD</td>
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<td>SECONDTESTLIST</td>
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</tr>
<tr>
<td>SWCD</td>
<td>This is a test, this is only a test. (0 Subscribers)</td>
</tr>
<tr>
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<td>Test me (1 Subscriber)</td>
</tr>
<tr>
<td>THIRDTESTLIST</td>
<td>Third Test List (1 Subscriber)</td>
</tr>
<tr>
<td>UNITS</td>
<td>UNITS (112 Subscribers)</td>
</tr>
</tbody>
</table>
Public / Private / Confidential

• Public
  – Subscription/Archives open to anyone

• Private
  – Subscription/Archives open to subscribers

• Confidential
  – Subscription owner controlled
  – Archive open to subscribers
Help for LISTSERV Archives

The Server Archive Index page displays any list that has been marked for archiving. To access the archives for a specific list, simply click on the list name in the table below.

This page also offers you several other options and resources:

- **Log In/Log Out**: Click to log in or log out of LISTSERV.
- **Get Password/Change Password**: Click to get a LISTSERV password or to change an existing password.
- **Search Archives**: Click to open the Archive Search page.
- **About LISTSERV**: Click to open the L-Soft website in your Internet browser. You will be taken directly to LISTSERV's product page.
- **LISTSERV Documentation**: Click to open the L-Soft website in your Internet browser. You will be taken directly to the Documentation page.
- **CataList Email List Search**: Click to open CataList, the official catalog of LISTSERV lists.

Access Unlisted Archives

This field allows you to access the archives of confidential lists that are not listed in the archive index. Simply type the name of the list in the text box and click "Submit". Note that this field will also work for non-confidential lists.

The "Confidential" list configuration keyword determines whether the list should be hidden from the archive index or not. "Confidential=No" is the default value and indicates that the list is not confidential. "Confidential=Service" indicates that the list is to be hidden from users who are not in the list's service area (see "Service=" keyword for more details) but not from other users. "Confidential=Yes" means that the list is unconditionally confidential.
NU LISTSERV
Northwestern University's List Management System

Subscriber's Corner

Search Options
- Show Lists:
- Show All Lists:
  - Show Subscribed Lists Only
  - Search

My Lists  My Settings

Subscribed to 2 Lists as mdj372@u.northwestern.edu

Check All | Uncheck All

<table>
<thead>
<tr>
<th>List Names</th>
<th>List Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECONDESTLIST [Settings] [Post]</td>
<td>This is a demonstration list.</td>
</tr>
<tr>
<td>UNITS [Settings] [Post]</td>
<td>ADMIN: Communication among UNITS reps in Chicago and Evanston</td>
</tr>
</tbody>
</table>

Send email notification of changes
Subscriber's Corner

Report Columns (Check All | Uncheck All)
- Mail Style
- Mail Status
- Repro
- HTML
- Restrictions
- Header Style
- MIME
- Subscription Date
- Topics
- Renew

Search Options
- Show Subscribed Lists Only
- Search

My Lists | My Settings

Subscribed to 2 Lists as mdj372@u.northwestern.edu

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<tr>
<th>List Names</th>
<th>Mail Style</th>
<th>Mail Status</th>
<th>Restrictions</th>
<th>Subscription Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECONTESTLIST [Settings] [Post] Second Test List</td>
<td>Regular</td>
<td>Mail</td>
<td>Post</td>
<td>3 Dec 2008</td>
</tr>
<tr>
<td>UNITS [Settings] [Post] UNITS</td>
<td>Digest</td>
<td>Mail</td>
<td>Post</td>
<td>17 Dec 2008</td>
</tr>
</tbody>
</table>
# LISTSERV Archives

## LISTSERV.ITCS.NORTHWESTERN.EDU

**Options:**  
- Log Out  
- Change Password  
- Search Archives  

**Resources:**  
- About LISTSERV  
- LISTSERV Documentation  
- CataList Email List Search  

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<td>UNITS (112 Subscribers)</td>
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</tbody>
</table>
Subscribing to a list

DANNYCREW@LISTSERV.ITCS.NORTHWESTERN.EDU

DANNYCREW
Studio 22 Danny film crew

Options:
- Log Out
- Change Password
- Join or Leave DANNYCREW
- Post New Message

DANNYCREW Archives

Archived posts are currently not available. Either the archives do not exist or you are not authorized to browse them with the email address you used to log in.
You are not currently subscribed to DANNYCREW under your mdj372@u.northwestern.edu address. To join the list, fill in your name and click on the "Join DANNYCREW" button. Experienced LISTSERV users may also want to review the advanced subscription options, for which a default has been provided by the list owner.

- **List Name:** DANNYCREW DANNYCREW
- **Name:** Michael Jones

**Subscription Type**
- Regular
- Digest (traditional)
- Digest (MIME format)
- Digest (HTML format)
- Index (traditional)
- Index (HTML format)

**Mail Header Style**
- Normal LISTSERV-style header
- LISTSERV-style, with list name in subject
- "Dual" (second header in mail body)
- sendmail-style
- Normal LISTSERV-style (RFC 822 Compliant)

**Acknowledgements**
- No acknowledgements
- Short message confirming receipt
- Receive copy of own postings

**Miscellaneous**
- Mail delivery disabled temporarily
- Address concealed from REVIEW listing

[Join DANNYCREW] [Back to DANNYCREW Home Page]
You are currently subscribed to DANNYCREW. From this screen, you can update your subscription options or leave the list.

**List Name:** DANNYCREW DANNYCREW

**Name:** Michael Jones

**Email Address:** mdj372@u.northwestern.edu

**Subscribed Since:** 17 Dec 2008

**Subscription Type**
- Regular
- Digest (traditional)
- Digest (MIME format)
- Digest (HTML format)
- Index (traditional)
- Index (HTML format)

**Mail Header Style**
- Normal LISTSERV-style header
- LISTSERV-style, with list name in subject
- "Dual" (second header in mail body)
- sendmail-style
- Normal LISTSERV-style (RFC 822 Compliant)

**Acknowledgements**
- No acknowledgements
- Short message confirming receipt

**Miscellaneous**
- Mail delivery disabled temporarily
- Address concealed from REVIEW listing

[Update Options] [Leave DANNYCREW] [Back to DANNYCREW Home Page]
## LISTSERV Archives

**LISTSERV.ITALCS.NORTHWESTERN.EDU**

### Options:
- Log Out
- Change Password
- Search Archives

### Resources:
- About LISTSERV
- LISTSERV Documentation
- CataList Email List Search

### Searching lists

<table>
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</tbody>
</table>
Item #1926 (1 Oct 2008 11:46) - [UNITS:7756] RE: VPN Client for Vista 64 Bit

From: "Michael Satut" <m-satut@northwestern.edu>

Subject: [UNITS:7756] RE: **VPN** Client for Vista 64 Bit

For Windows Vista 64-bit the native **VPN** client in PPTP mode is the only configuration with which we have had success. The Cisco AnyConnect client is not compatible with our **VPN** concentrator. Cisco has plans to enable the AnyConnect client to connect to IPSec-based concentrators (like ours), but

To: units@listserv.it.northwestern.edu

Subject: [UNITS:7752] **VPN** Client for Vista 64 Bit

I am having issues connecting to the Northwestern **VPN**. The machine which I have is Vista 64 Bit. We have installed Cisco Anyconnect (the only cisco


DANNYCREW List

DANNYCREW@LISTSERV.ITCS.NORTHWESTERN.EDU

DANNYCREW
Studio 22 Danny film crew * <HTML> Studio 22 Danny film crew

Options:  Log Out | Change Password
Join or Leave DANNYCREW
Post New Message
Search Archives

DANNYCREW Archives

- December '08, Week 3
Send Message (DANNYCREW)

DANNYCREW

Your Name: Michael Jones
To: DANNYCREW@LISTSERV.ITCS.NORTHWESTERN.EDU
Subject: My first message
Content-Type: Plain Text
Attachments:

Message: This is my new mail message.

Send copy of message to mdj372@u.northwestern.edu
Cancel Send

Back to: Main DANNYCREW Page
<table>
<thead>
<tr>
<th>List Name</th>
<th>List Title</th>
</tr>
</thead>
<tbody>
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<td>Third Test List (1 Subscriber)</td>
</tr>
<tr>
<td>UNITS</td>
<td>UNITS (112 Subscribers)</td>
</tr>
</tbody>
</table>
Note:
The input file must be a **plain text** file (not a word processor document or spreadsheet) and must contain one address per line, optionally followed with a space (or TAB) and the subscriber's name. The subscribers being added or deleted will not be notified.

Example:

[michael@northwestern.edu](mailto:michael@northwestern.edu) michael jones

[willie@northwestern.edu](mailto:willie@northwestern.edu) willie wildcat
Dashboard for mdj372@u.northwestern.edu

Technical Support

Technical support has been enabled. If you encounter problems with your lists, you can contact the server administrator by clicking on the life buoy icon.

Once you click on this icon, an email message opens. Enter any information describing your problem. Please be as detailed as possible.

List Name | Subscribers | Send | Subscription | Subscribe | Signoff | Post
---|---|---|---|---|---|---
SECONDTESTLIST | 20526 | Private | Open, Confirm | [+ | [+] | [+]
[View] | [Edit] | [Edit]

[+] Retrieving the changelog data requires a separate query. To load the numbers automatically every time you access this page, see the "Owner Dashboard Changelogs" setting under Preferences.
<table>
<thead>
<tr>
<th>List Name</th>
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<tr>
<td>TESTME</td>
<td>Test me (1 Subscriber)</td>
</tr>
</tbody>
</table>
List Configuration (SECONDTTESTLIST)

List settings available on this page: List Title | List Description | HTML Description

Keyword

List Title:
Second Test List

List Description:
This is a demonstration list.

HTML Description:
This is a demonstration list.

Complete List Header

- Second Test List
- .HH ON
- Subscription= Open,Confirm
- Owner= michael@northwestern.edu,mdj372@u.northwestern.edu
- Send= Private
- Ack= Yes
- Review= Owner
- Notebook= Yes,/var/www/html/archives/SECONDTTESTLIST,Monthly,Public
- Change-log= Yes
- Notify= Yes
- Attachments= Yes
- Confidential= No
- .HH OFF

- This is a demonstration list.
- <HTML>
- This is a demonstration list.
- </HTML>
Highly Recommended!!
This is set for all lists. A daily reporting message will be sent when errors are detected. No action is required by owners.

Deletion occurs after 4 days or 100 bounces. We do not recommend shutting this off.
Moderator’s can only approve messages, no editing function.

1 required if Send=Editor (moderated lists)
Minimum 1 person

Quiet owners don’t get notified of errors or other admin mail

Great New Feature!! Help keep your subscriptions up to date.
### List Configuration (SECONDTESTLIST)

**List settings available on this page:**
- **Default-Options**
- **Subscription**

#### Keywords and Settings

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default-Options=</td>
<td>REVIEW, SUBJ, REPRO</td>
</tr>
<tr>
<td>Subscription=</td>
<td>Open</td>
</tr>
<tr>
<td>Confirm:</td>
<td>Open</td>
</tr>
<tr>
<td>By Owner</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Show Only Currently Set Keywords**

Submit
<table>
<thead>
<tr>
<th>Keyword</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default-Options=</td>
<td>REVIEW,SUBJ,REPRO</td>
</tr>
<tr>
<td>Subscription=</td>
<td>Open</td>
</tr>
</tbody>
</table>

Show Only Currently Set Keywords

Submit
Edit Mail Template - *WELCOME*

The SECONDTESTLIST list has no WELCOME message.

*WELCOME* for SECONDTESTLIST

**Subject:**
Welcome to the second test list

**Contents:**

Your subscription to the DANNYCREW list (DANNYCREW) has been accepted.

Please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list. If you ever need to leave the list, then you will find the necessary instructions below. Perhaps more importantly, saving a copy of this message (and of all future subscription notices from other mailing lists) in a special mail folder will give you instant access to the list of mailing lists to which you are subscribed. This may prove useful the next time you go on vacation and need to leave the lists temporarily to avoid filling up your mailbox while you are away. You should also save the welcome messages from the list owners that you may receive after subscribing to a new list.

To send a message to all of the people currently subscribed to the list, just send mail to DANNYCREW@LISTSERV.ITCS.NORTHWESTERN.EDU, which is called the list address. You must never try to send any command to that address, as it would be distributed to all the people who have subscribed. All commands must be sent to LISTSERV@LISTSERV.ITCS.NORTHWESTERN.EDU, which is the LISTSERV address. It is important to understand the difference between the two.

You may leave the list at any time by sending a "SIGNOFF DANNYCREW" command to LISTSERV@LISTSERV.ITCS.NORTHWESTERN.EDU. You can also tell LISTSERV how you want it to confirm the receipt of messages you send to the list. To send yourself a copy of your own messages, send a "SET DANNYCREW REPRO" command. Alternatively, to have LISTSERV send you a short acknowledgement instead of the entire message, send a "SET
List Moderation
Sender’s email

Your message dated Wed, 17 Dec 2008 21:55:09 -0600 with subject "This is a test message" has been submitted to the moderator of the SECONDTESLIST list: Michael Jones <mdj372@U.NORTHWESTERN.EDU>.
You forwarded this message on 12/17/2008 9:56 PM.
Extra line breaks in this message were removed.

From: NJLISTSERV Server (15.5) [LISTSERV@LISTSERV.ITCS.NORTHWESTERN.EDU]
To: Michael Jones
Cc: 
Subject: SECONDTTESTLIST: approval required (74615ABE)

Attachments: ATT00008.txt (142 B); This is a test message (1.6 KB) (5 KB)

This message was originally submitted by michaeldeanjones@GMAIL.COM to the SECONDTTESTLIST list at LISTSERV.ITCS.NORTHWESTERN.EDU. You can approve it using the "OK" mechanism (click on the link below), ignore it, or repost an edited copy. The message will expire automatically. You do not need to do anything if you just want to discard it. Please refer to the List Owner's Manual at http://www.isoft.com/resources/manuals.asp if you are not familiar with the "OK" mechanism. These instructions are being kept purposefully short for your convenience in processing large numbers of messages.

To APPROVE the message:
https://listserv.itcs.northwestern.edu/cgi-bin/wa?OK=74615ABE&L=SECONDTTESTLIST
Important Dates

• December 25 through December 27
  – NU Listserv will be unavailable to accept new list requests.
  – Modifications made to existing lists, list settings, and subscriptions will not carry over to the upgraded NU Listserv system.

• Sunday, December 28
  – NU Listserv will be unavailable for ANY functions, including sending e-mail to any list, while the upgrade takes place.
Questions & Answers

list-help@northwestern.edu

http://www.it.northwestern.edu/listserv/