

Listserv Administrators Page

Last Updated Monday, 20 July 2009

FOR ADMINISTRATORS OF PRIVATE LISTSERVS

The address of the administration page for each listserv is:

[http://lists.mcn.org/mailman/admin/\[listserv name\]](http://lists.mcn.org/mailman/admin/[listserv name])

i.e. If your listserv's name is coastwalks, then the url for its administration page is:

<http://lists.mcn.org/mailman/admin/coastwalks>

Log into that page with your password.

To get a membership list of all your subscribers:

Send an email (from the address with which you are subscribed to your listserv) to: listname-request@lists.mcn.org

The email will look like this:

To: listname-request@lists.mcn.org

Subject: listserv membership list

In the body of the email type

who password of list

So, if my listserv name was coastwalks and my password was ambulatore, then the email would look like:

To: coastwalks-request@lists.mcn.org

Subject: coastwalks membership list

Body of email: who ambulatore

You'll receive the list of all those subscribed to your listserv with the return address listname-bounces@lists.mcn.org

To insure that email doesn't get caught up in your Proofpoint quarantine it's a good idea to put that address on your Safe Senders List (see instructions for adding to your Safe Senders List by clicking on this link)

i.e. If coastwalks was the name of your listserv then add to the Safe Senders List the following email address:

coastwalks-bounces@lists.mcn.org