

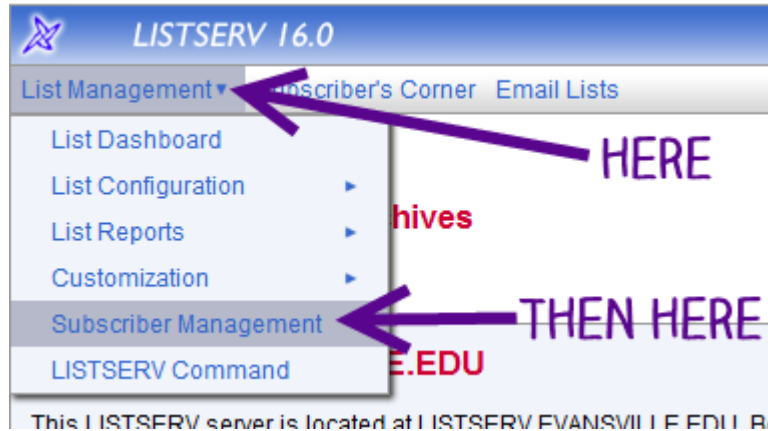
# ADDING SUBSCRIBERS TO AN EXISTING LISTSERV MAILING LIST

Listserv mailing list owners can add subscribers to the list like this:

Log in to <http://listserv.evansville.edu> with your UE email address and password

Click **List Management** at the top of the screen

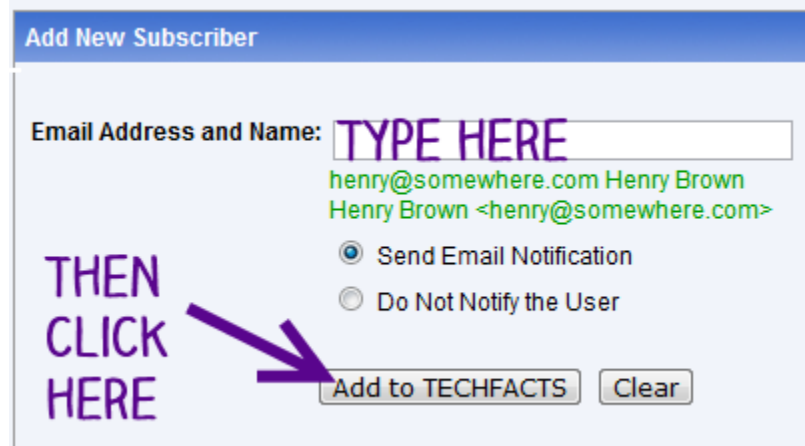
Click **Subscriber Management**



Scroll down the screen to the **Add New Subscriber** section

Type the full email address and name of the person you want to add to the mailing list, in either of the formats shown in green

Sending an email notification lets the person know they have been subscribed to the list. This is usually a good idea. Click the **Add to LISTNAME** button



QUESTIONS? PROBLEMS? CALL THE OTS HELPDESK AT  
812-488-2077 OR EMAIL [HELP@EVANSVILLE.EDU](mailto:HELP@EVANSVILLE.EDU)