

# REMOVING SUBSCRIBERS FROM AN EXISTING LISTSERV MAILING LIST

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**

Find the **Examine or Delete Subscription** section

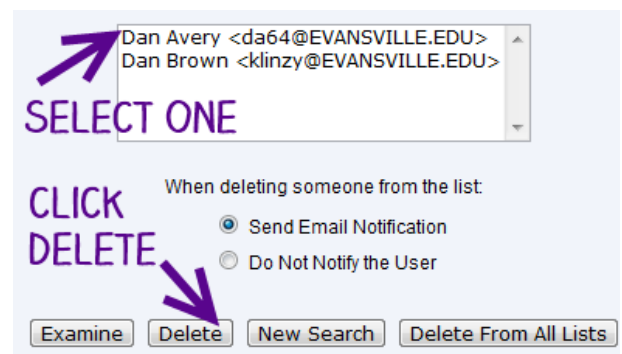
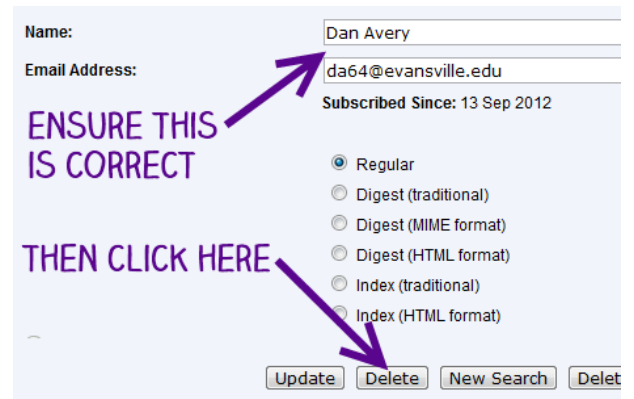
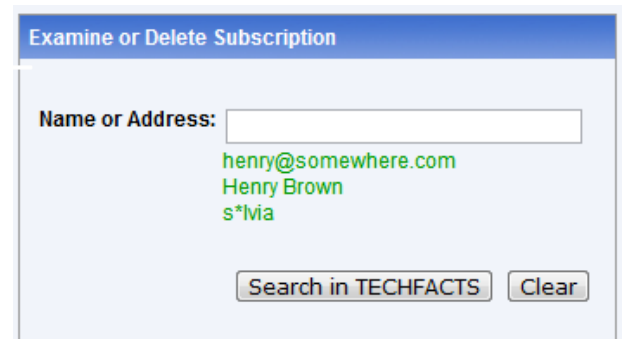
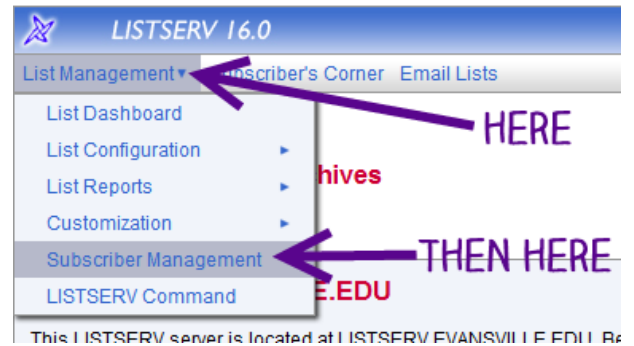
Search for the subscriber to delete using their name or, preferably, their email address

If the Listserv is sure it knows who you mean, you will be taken to a page with details about that subscriber.

Make sure the name is the person you mean to delete and click the **Delete** button at the bottom of the screen.

If the Listserv is not sure which subscriber you mean to delete, it will provide a list of possible choices.

Select the right subscriber and click **Delete**.



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