

# HANDING OVER OWNERSHIP OF A 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

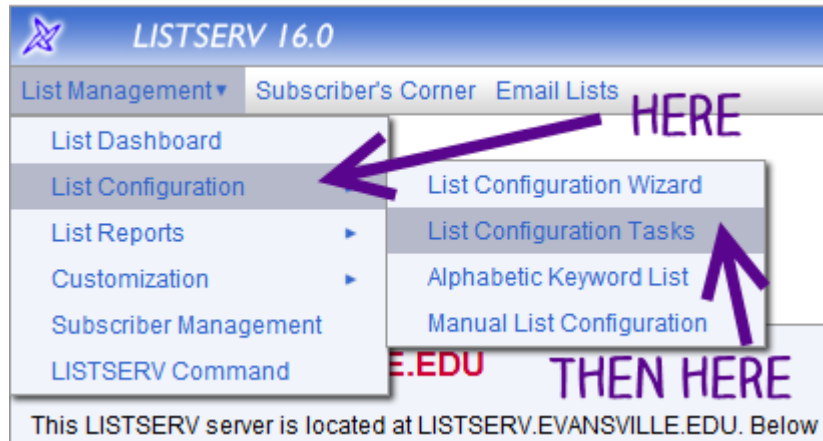
Mouse to **List Configuration**

Click **List Configuration Tasks**

Type the email address and name of the new owner.

If you are ready to remove yourself from ownership of the list, delete your email address.

Click the **Save** button at the top right of the screen. If you chose to remove yourself, you will see you no longer have permission to make changes to this list.



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