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