Email commands for Lyris ListManager

Subscribing to a list
Send an email to subscribe-listname@list.smu.edu. For example, to subscribe to the Weekly Change Notice, the To field would be subscribe-itchanges@list.smu.edu. The subject line and body would remain blank.

Unsubscribing to a list
Send an email to unsubscribe-listname@list.smu.edu. For example, to unsubscribe from the Weekly Change Notice, the To: field would be unsubscribe-itchanges@list.smu.edu. The subject line and body would remain blank.

Administrator Email Commands

Adding a single member to a list
To: lyris@list.smu.edu

Body:
Login password
Add listname email address

(insert your Listserve password, the listname and the email address you wish to add)

For example:

Adding Multiple Members to a list
To: lyris@list.smu.edu
Body:

Login password

Add listname <

Email address 1

Email address 2

Email address 3

>

Unsubscribing a member (or many members)

Use the exact same syntax as ‘adding new members’ but replace the word Add with Delete.
Retrieving a list of subscribed members

To: lyris@list.smu.edu

Body:

Login password
review listname

Login mypassword
Review itchanges