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 <u>unsubscribe-listname@list.smu.edu</u>. For example, to unsubscribe from the Weekly Change Notice, the To: field would be <u>unsubscribe-itchanges@list.smu.edu</u>. The subject line and body would remain blank.

Administrator Email Commands

Adding a single member to a list

To: lyris@list.smu.edu

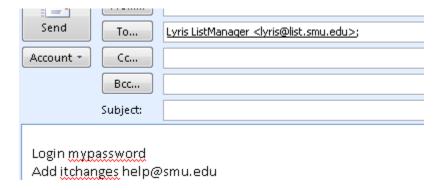
Body:

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

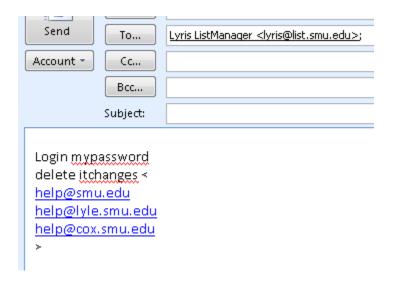
To: lyris@list.smu.edu

Body: Login password Add listname < Email address 1 Email address 2 Email address 3 > Send To... Lyris ListManager <|yris@list.smu.edu>; Account Cc... Bcc... Subject: Login mypassword Add itchanges <

Unsubscribing a member (or many members)

help@smu.edu help@lyle.smu.edu help@cox.smu.edu

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*

