

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

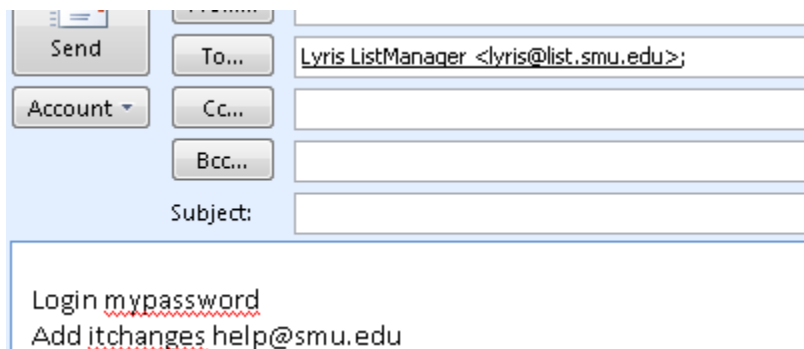
Body:

Login *password*

Add *listname* email address

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

For example:



The screenshot shows an email composition window. The 'To' field is filled with 'Lyris ListManager <lyris@list.smu.edu>'. The 'Subject' field is empty. The body of the email contains the text 'Login mypassword' and 'Add itchanges help@smu.edu'.

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 <lyris@list.smu.edu>;
Account ▾	Cc...	
	Bcc...	
Subject:		

Login mypassword
Add itchanges <
help@smu.edu
help@yle.smu.edu
help@cox.smu.edu
>

Unsubscribing a member (or many members)

Use the exact same syntax as “adding new members’ but replace the word Add with Delete.

Send	To...	Lyris ListManager <lyris@list.smu.edu>;
Account ▾	Cc...	
	Bcc...	
Subject:		

Login mypassword
delete itchanges <
help@smu.edu
help@yle.smu.edu
help@cox.smu.edu
>

Retrieving a list of subscribed members

To: lyris@list.smu.edu

Body:

Login *password*

review *listname*

Send	To...	Lyris ListManager <lyris@list.smu.edu>;
Account ▾	Cc...	
	Bcc...	
	Subject:	

Login mypassword
Review itchanges