You can use the following email commands to manage your list membership. To make changes to the ownership of the list, send a message to ithelp@clemson.edu with the name of the list and the addresses of the owners to be added or deleted. Also, make sure to use plain text when sending LISTSERV commands.

Who's On My List

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To see who is a member of your list, send a message to listserv@lists.clemson.edu with the following message:

REVIEW listname

For example, in your case you would put the following in the message area:

REVIEW my_list

Adding and Deleting Subscribers

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You, as a list owner, can also manually add and delete members by sending mail to listserv@lists.clemson.edu with the following messages:

ADD listname netaddress Full Name

or

DEL listname netaddress

For example, to add John Doe with the userid JDOE to LISTNAME use the command

add my_list  jdoe@clemson.edu  John Doe

If Mary Smith needs to be deleted from LISTNAME and her address is marys@ese.clemson.edu, then the command is

del my_list  marys@ese.clemson.edu
You can add or remove many names at one time by using more ADDs:

add my_list john@clemson.edu John Doe
add my_list mary@hotmail.com Mary Smith
del my_list che@eng.clemson.edu
del my_list joe@hubcap.clemson.edu

In return, the list server will ask you to verify each addition.

Just reply "OK" to each message that the list server sends back to you (Avoid using a signature file when you reply to the list server).