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How do I subscribe or unsubscribe from a list?

The following article explains the steps involved in subscribing and unsubscribing to an existing mailing list. This is done by sending an email message to the list. You are also able to execute other List Serv Commands through email messages.

To subscribe to a mailing list, please follow these steps:

1. Open your Email client and create a new message.

2. Enter **listsrv@list.yourdomainname.com** as the To address. If this address does not work, you may need to use either **listserv@list.yourdomainname.com** or **STserv@list.yourdomainname.com**. Older list serve accounts were configured with one of these addresses.

3. Enter **subscribe** *listname* in the body of your message where *listname* is the name of the list you are subscribing to.

4. Leave the subject of the message blank. If your mail program requires text in the subject field, enter random characters.

5. Send the email; you will receive a confirmation if you successfully subscribed.

To unsubscribe to a mailing list, please follow these steps:

1. Open your Email client and create a new message.

2. Enter **listsrv@list.yourdomainname.com** as the To address. If this address does not work, you may need to use either **listserv@list.yourdomainname.com** or **STserv@list.yourdomainname.com**. Older list serve accounts were configured with one of these addresses.

3. Enter **unsubscribe** *listname* in the body of your message where *listname* is the name of the list you are unsubscribing to.

4. Leave the subject of the message blank. If your mail program requires text in the subject field, enter random characters.

5. Send the email; you will receive a confirmation if you successfully unsubscribed.

List Serv Commands

List Serv Commands allow you to control the list through commands sent in email messages to the List Serv Command Address. By default, the command address for a domain is "listsrv@yourdomainname.com". Other common List Serv Command Addresses are "listserv@yourdomainname.com" and "STServ@yourdomainname.com". In order to change your command address, please contact support@hostmysite.com.

To send a command, compose an email to the command address with the command in the body of the message. The subject of the message is ignored.

Note: Any references to listname should be replaced with the list you are trying to use.

- **Help:** replies to the email with basic instructions on using List Serv Commands

- **Help listname:** replies to the email with the contents of the Help File for that list

- **List:** replies to the email with a list of all available lists

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- **List listname:** replies to the email with a list of all subscribers for a particular list (may be disabled by the moderator in General Settings)

- **Subscribe listname:** adds your email address to the subscribers list of the mailing list (may be disabled for private lists by the moderator in General Settings)

- **Unsubscribe listname:** removes your email address from the subscribers list for the mailing list referenced by listname

- **Set mode digest listname:** sets your email address to receive emails in digest mode, which will send all messages for the list combined into one email at regular intervals

- **Set mode standard listname:** sets your email address to receive emails in standard mode (the default), which will send messages one at a time to your email account

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