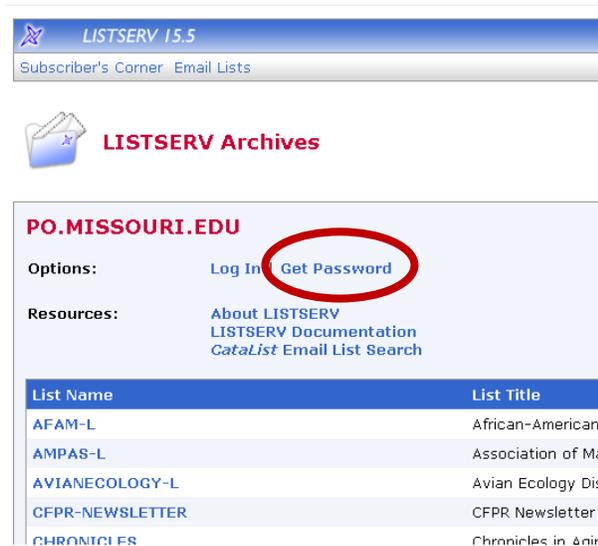


Set up a LISTSERV account and password

1. Go to <https://po.missouri.edu/cgi-bin/wa>
2. Click on “Get Password” in the upper left.



LISTSERV 15.5
Subscriber's Corner Email Lists

 **LISTSERV Archives**

PO.MISSOURI.EDU

Options: [Log In](#) [Get Password](#)

Resources: [About LISTSERV](#)
 [LISTSERV Documentation](#)
 [Catalist Email List Search](#)

List Name	List Title
AFAM-L	African-American
AMPAS-L	Association of Ma
AVIANECOLOGY-L	Avian Ecology Dis
CFPR-NEWSLETTER	CFPR Newsletter F
CHRONICLES	Chronicles in Anim

3. Enter your email address in the first line and enter your desired password in the next two lines. Do not use your university password.



LISTSERV 15.5
Subscriber's Corner Email Lists

Register LISTSERV Password

Please enter your email address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.

Email Address:

Password:

Password (Again): (Verification)

PO.MISSOURI.EDU

4. A confirmation email will be sent to your university email (the email you used to create your account). Click on the link in the email, and you will be taken to a LISTSERV page confirming your new account.

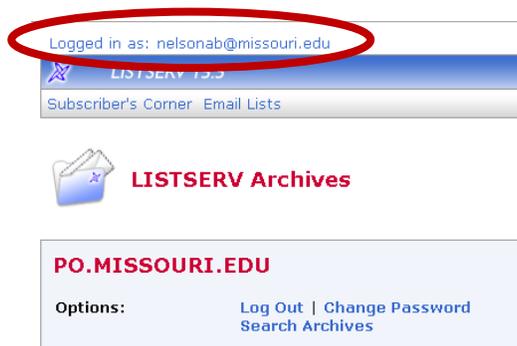


Manage your LISTSERV subscriptions

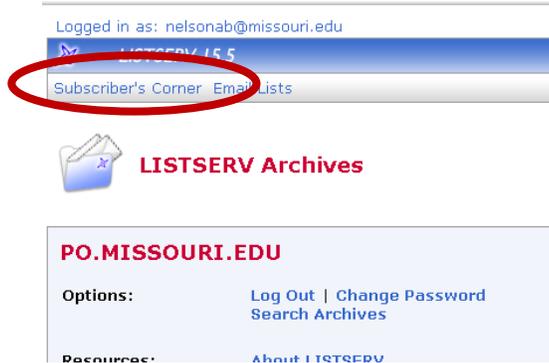
1. Log in at <https://po.missouri.edu/cgi-bin/wa>



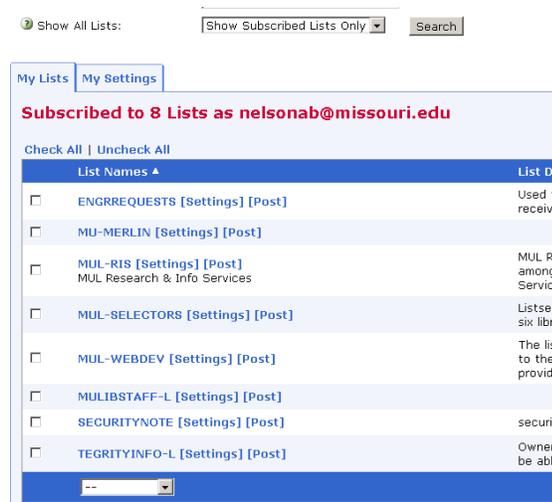
2. You can tell you are logged in by the message in the upper left of your screen.



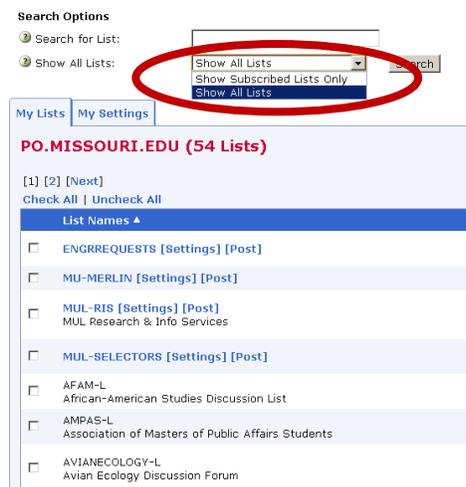
3. Open "Subscriber's Corner."



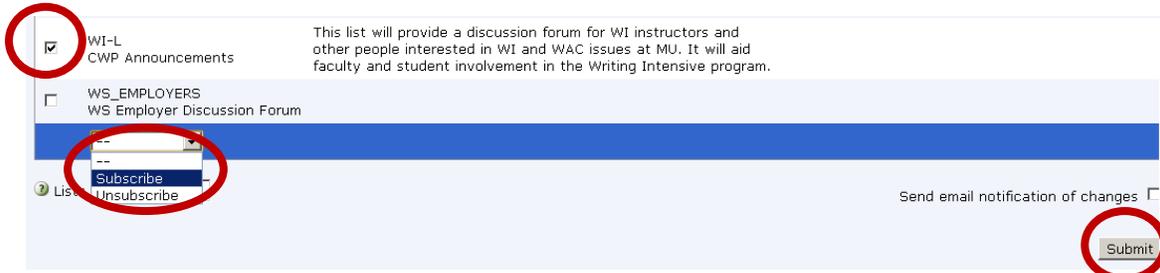
4. Here, you can see a list of all of the LISTSERVS that you are subscribed to.



5. You can also view a list of all available LISTSERVS, including the ones you are not subscribed to. Use the pull-down menu near the top to change your view.



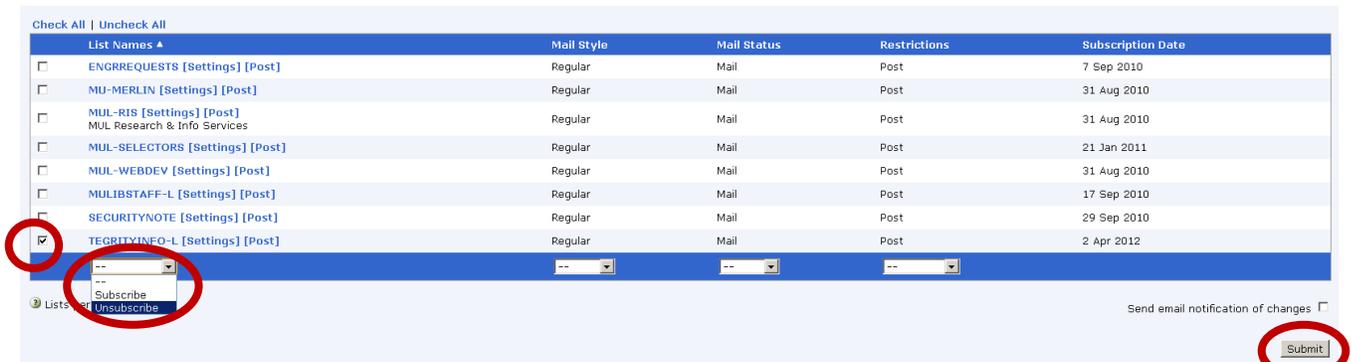
- To subscribe to or unsubscribe from a LISTSERV, check the box to the left of the list and use the pull-down menu at the bottom. Be sure to click the submit button to save your changes.



- Manage your subscriptions with the “My Settings” tab. Use the pull-down menu to limit the view to your subscriptions



- From here, you can unsubscribe from any list. Click the “submit” button to save changes.



9. You can also change the frequency that you receive emails for a particular list (regular, digest, or index) by using the “Mail Style” pull-down menu. Click the “submit” button to save changes.

Check All | Uncheck All

List Names ▲	Mail Style	Mail Status	Restrictions	Subscription Date
<input type="checkbox"/> ENGRREQUESTS [Settings] [Post]	Regular	Mail	Post	7 Sep 2010
<input type="checkbox"/> MU-MERLIN [Settings] [Post]	Regular	Mail	Post	31 Aug 2010
<input type="checkbox"/> MUL-RIS [Settings] [Post] MUL Research & Info Services	Regular	Mail	Post	31 Aug 2010
<input type="checkbox"/> MUL-SELECTORS [Settings] [Post]	Regular	Mail	Post	21 Jan 2011
<input type="checkbox"/> MUL-WEBDEV [Settings] [Post]	Regular	Mail	Post	31 Aug 2010
<input type="checkbox"/> MULIBSTAFF-L [Settings] [Post]	Regular	Mail	Post	17 Sep 2010
<input type="checkbox"/> SECURITYNOTE [Settings] [Post]	Regular	Mail	Post	29 Sep 2010
<input checked="" type="checkbox"/> TEGRITYINFO-L [Settings] [Post]	Regular	Mail	Post	2 Apr 2012

Lists per Page:

Send email notification of changes

Submit

10. To make further changes to a list you are subscribed to, click on the “settings” option next to the individual list.

Check All | Uncheck All

List Names ▲

- ENGRREQUESTS [Settings] [Post]
- MU-MERLIN [Settings] [Post]
- MUL-RIS [Settings] [Post]
MUL Research & Info Services
- MUL-SELECTORS [Settings] [Post]

11. From this list settings page, you may further customize your preferences for the specific list, including changing your subscribed email address and temporarily disabling message delivery. Use the green question mark buttons on the left to read further descriptions of the available options.

ENGRREQUESTS

You are currently subscribed to ENGRREQUESTS. From this screen, you can update your subscription options or leave the list.

Name: Ashley Nelson

Email Address: nelsonab@missouri.edu

Subscribed Since: 7 Sep 2010

Subscription Type

- Regular [NODIGEST]
- Digest (traditional) [NOMIME DIGEST]
- Digest (MIME format) [NOHTML MIME DIGEST]
- Digest (HTML format) [HTML DIGEST]
- Index (traditional) [NOHTML INDEX]
- Index (HTML format) [HTML INDEX]

Mail Header Style

- Normal LISTSERV-style header [FULLHDR]
- LISTSERV-style, with list name in subject [SUBJECTHDR]
- "Dual" (second header in mail body) [DUALHDR]
- sendmail-style [IETHDR]
- Normal LISTSERV-style (RFC 822 Compliant) [FULL822]

Acknowledgements

- No acknowledgements [NOACK NOREPRO]
- Short message confirming receipt [ACK NOREPRO]
- Receive copy of own postings [NOACK REPRO]

Miscellaneous

- Mail delivery disabled temporarily [NOMAIL]
- Address concealed from REVIEW listing [CONCEAL]

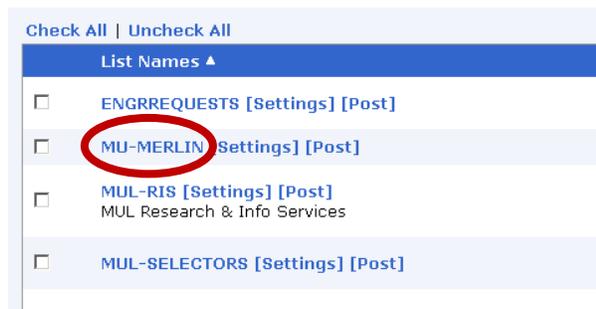
Update Options | Leave ENGRREQUESTS | Back to ENGRREQUESTS Home Page

Browse or search the archives of a list you are subscribed to:

1. Make sure you are in the “Subscriber’s Corner” view.



2. To access an individual list’s archives, click on its name from your list of subscriptions.



3. Below, you can browse the list’s archive by date.



4. To search the list's archives, choose to "search archives."



5. You can identify which individual list you are searching by looking at the upper right.



Archive Search

[MU-MERLIN Home](#)

Search For

String: Substring

Narrow Search

Subject Contains: Author's Address:
Since: Until:

Search

6. Enter your search term(s) in the "string" field and click the "search" button to submit your search.



Archive Search

Search For

String: Substring

Narrow Search

Subject Contains: Author's Address:
Since: Until:

Search

7. Choose the "substring" option only if you wish to search for partially-matched words. For example, "a substring search for chem would find both 'chemistry' and 'alchemy.'"

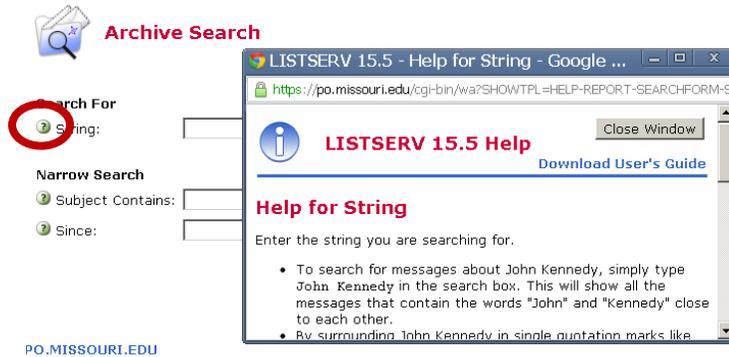
Search For

String: Substring

Narrow Search

Subject Contains: Author's Address:
Since: Until:

8. Use the green question mark boxes for further information about any search option. The further help for the main “string” search is especially useful.



9. To access and read a individual post from your search results, click the “item #” on the left.

Search For
 ? String: ? Substring

Narrow Search
 ? Subject Contains: ? Author's Address:
 ? Since: ? Until:

PO.MISSOURI.EDU (MU-MERLIN: 453 matches (only the first 50 will be shown)..)

More Hits

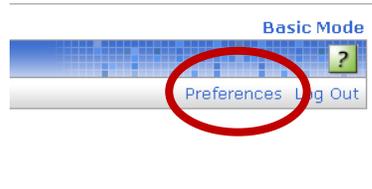
Item #	Date	Time	Lines	Subject
000332	2004-06-16	12:35	164	FW: Upgrade on INN-Reach server: June
000331	2004-06-16	10:47	162	FW: Upgrade on INN-Reach server: June
000330	2004-06-15	14:18	109	FW: Upgrade on INN-Reach server: June
000329	2004-06-14	11:24	171	FW: Upgrade on MOBI: Rescheduled for 0
000328	2004-06-11	13:33	134	FW: Upgrade on MOBI: Rescheduled for 0
000325	2004-06-02	11:00	111	FW: Upgrade on MOBI: Rescheduled for 0
000320	2004-06-01	08:04	127	FW: MCO Support and MOBIUS User's Co

10. When viewing an individual post through either browsing or searching, note the navigation options at the top left of the message.

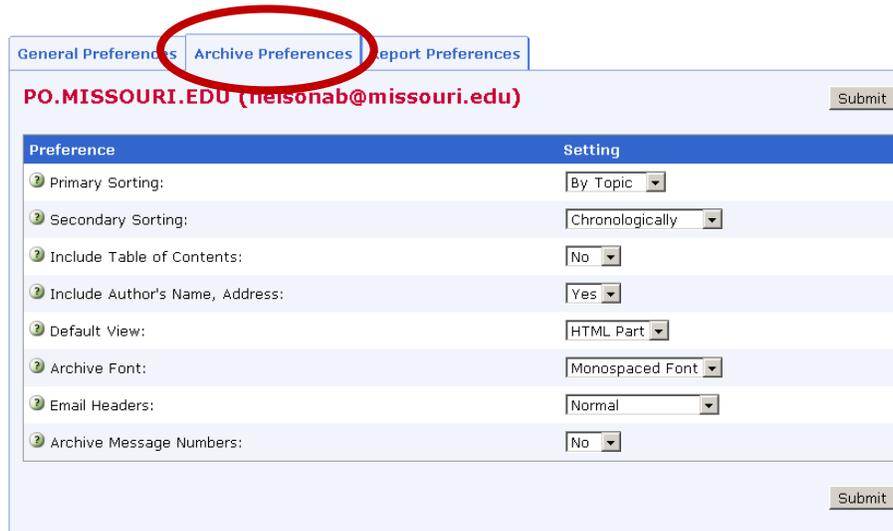
View: [Next Message](#) | [Previous Message](#)
[Next in Topic](#) | [Previous in Topic](#)
[Next by Same Author](#) | [Previous by Same Author](#)
[Chronologically](#) | [Most Recent First](#)
[Proportional Font](#) | [Monospaced Font](#)

Subject: FW: Remove IOC from MOBI Index [MOBIUS Help Desk #23707] - keep in bc
From: "Maseles, Judy S." <MaselesJ@MISSOURI.EDU>
Reply-To: Maseles, Judy S.

11. You can make further adjustments to how you view list archives by changing your preferences, in the top right.

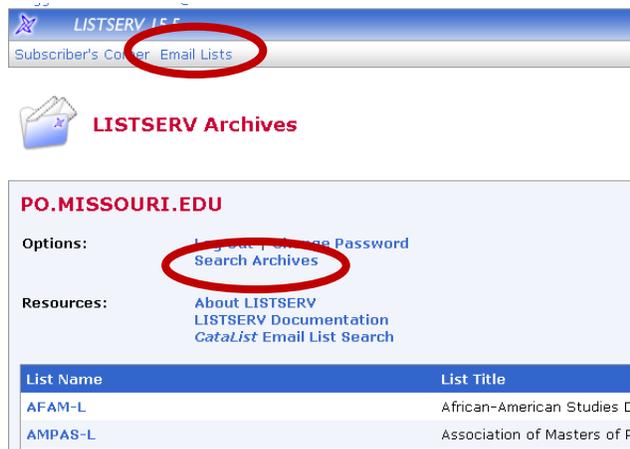


12. Under “archive preferences,” you can change the sort order of how you view the archives as well as set other preferences like HTML or text display.



Search multiple lists' archives at once

1. To search the archives of multiple lists at once, make sure you are in the “Email Lists” view. Choose “search archives.”



2. Check the boxes to the left of the lists you wish to search, or use the “check all/uncheck all” options.

PO.MISSOURI.EDU (54 Lists)

[1] [2] [Next]

Check All | Uncheck All

List Names

<input checked="" type="checkbox"/>	AFAM-L African-American Studies Discussion List
<input type="checkbox"/>	AMPAS-L Association of Masters of Public Affairs Students
<input type="checkbox"/>	AVIANECOLOGY-L Avian Ecology Discussion Forum
<input type="checkbox"/>	CFPR-NEWSLETTER CFPR Newsletter Forum
<input type="checkbox"/>	CHRONICLES Chronicles in Aging

13. Once you have selected the list archive(s) you wish to search, enter your search term(s) in the “string” field and click the “search” button to submit your search. (This step and the following steps of this section are identical to steps 6-12 in the previous “Browse or search the archives of a list you are subscribed to” section.)

Archive Search

Search For

String: Substring

Narrow Search

Subject Contains: Author's Address:

Since: Until:

14. Choose the “substring” option only if you wish to search for partially-matched words. For example, “a substring search for chem would find both ‘chemistry’ and ‘alchemy.’”

Search For

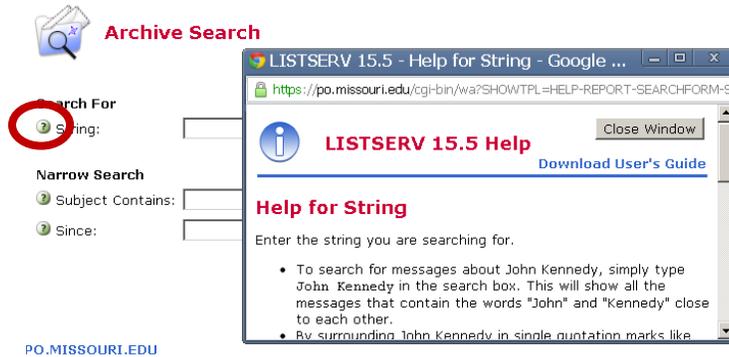
String: Substring

Narrow Search

Subject Contains: Author's Address:

Since: Until:

15. Use the green question mark boxes for further information about any search option. The further help for the main “string” search is especially useful.



16. To access and read a individual post from your search results, click the “item #” on the left.

Search For
 String: Substring

Narrow Search
 Subject Contains: Author's Address:
 Since: Until:

PO.MISSOURI.EDU (MU-MERLIN: 453 matches (only the first 50 will be shown)..)

More Hits

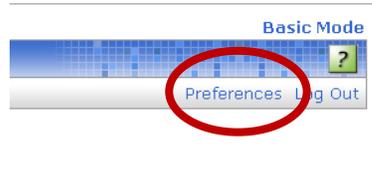
Item #	Date	Time	Lines	Subject
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000328	2004-06-11	13:33	134	FW: Upgrade on MOBI: Rescheduled for 0
000325	2004-06-02	11:00	111	FW: Upgrade on MOBI: Rescheduled for 0
000320	2004-06-01	08:04	127	FW: MCO Support and MOBIUS User's Co

17. When viewing an individual post through either browsing or searching, note the navigation options at the top left of the message.

View: [Next Message](#) | [Previous Message](#)
[Next in Topic](#) | [Previous in Topic](#)
[Next by Same Author](#) | [Previous by Same Author](#)
[Chronologically](#) | [Most Recent First](#)
[Proportional Font](#) | [Monospaced Font](#)

Subject: FW: Remove IOC from MOBI Index [MOBIUS Help Desk #23707] - keep in file
From: "Maseles, Judy S." <MaselesJ@MISSOURI.EDU>
Reply-To: Maseles, Judy S.

18. You can make further adjustments to how you view list archives by changing your preferences, in the top right.



19. Under “archive preferences,” you can change the sort order of how you view the archives as well as set other preferences like HTML or text display.

A screenshot of the 'Archive Preferences' form. The form has three tabs: 'General Preferences', 'Archive Preferences', and 'Report Preferences'. The 'Archive Preferences' tab is selected and highlighted with a red circle. Below the tabs, the user's email address 'PO.MISSOURI.EDU (neisonab@missouri.edu)' is displayed. The form contains a table with the following preferences and settings:

Preference	Setting
Primary Sorting:	By Topic
Secondary Sorting:	Chronologically
Include Table of Contents:	No
Include Author's Name, Address:	Yes
Default View:	HTML Part
Archive Font:	Monospaced Font
Email Headers:	Normal
Archive Message Numbers:	No

There are 'Submit' buttons at the top right and bottom right of the form.