LISTSERV Instructions

To get to LISTSERV go to http://www.worcester.edu/listserv

For first time Users you will need to click Get Password. Returning users can login to LISTSERVE by clicking the Login button

First time users will need to insert your Email and create a Password. (This password won’t change and is separate from your WSU Password)

You will get a Confirmation Sent Notification, if done correctly

Confirmation Sent

Your password registration request has been accepted. For your protection, the password will not be activated just yet (it could have been intercepted). To activate your password, simply follow the instructions which have been sent to you at c battalion@worcester.edu. Please wait until you receive a message from LISTSERV saying “Your new password was registered successfully” before trying to use it with the Web interface
Open your Email and follow the Link.
You should receive this notification.

OK 22118B47

Confirming:
> PW REP ********
Your new password was registered successfully.

In the top right corner you will find Subscriber Management located under the List Management Dropdown Menu

You can do Single Subscriber or submit a Bulk list Submission by clicking the appropriate tab
Now **Import** the list of subscribers you want to add.