How do I delete or remove a listserv subscriber?

Tell Me

End of Service
This service is being replaced by Google Groups. ITS will be working with current listserv owners to ensure a smooth transition.

1. Go to https://listserv.uncc.edu
2. Click Login in the top right corner
3. Log in using your personal listserv account credentials
4. Select List Management > Subscriber Management
5. In the Examine or Delete Subscription section, enter the subscriber’s email address or name
6. Click Search in <listserv name>
7. Select the option to Send Email Notification or Do Not Notify the User
8. Click Delete
9. You should receive a notification that the subscriber has been removed from the listserv
10. Repeat steps 5-9 to remove multiple subscribers

Related FAQs

- What is a listserv?
- What does a listserv owner do?
- How do I view a listserv subscriber list?
- How do I update my listserv password?
- How do I request a listserv?