How do I add a listserv subscriber?

Tell Me

**End of Service**
This service is being replaced by [Google Groups](https://groups.google.com). ITS will be working with [current listserv owners](https://listserv.uncc.edu) to ensure a smooth transition. This transition is expected to occur during the 2015-2016 academic year.

1. Go to [https://listserv.uncc.edu](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**

![List Management](image)

5. In the **Add New Subscriber** section, enter the subscribers email address and name
6. Select the option to **Send Email Notification** or **Do Not Notify User**
7. Click **Add to <listserv name>**
8. You should receive a notification that the subscribers have been added to the listserv
9. Repeat steps 5-8 if you would like to add multiple subscribers to a listserv

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**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?