

Manually Update List Headers



mark bering on January 15, 2020

Log into the listserv web user interface

These instructions assume that you have already registered your email address with the UCSF Listserv.

1. **Launch** your web browser and go to, <https://listsrv.ucsf.edu/cgi-bin/wa?OWNER> [1]
2. In the Email Address field, **enter** your email address
3. In the Password field, **enter** your password
4. **Click** the "Log In" button



Accessing the listserv dashboard

Your list owner account may not default to the listserv dashboard. To get to the listserv dashboard,

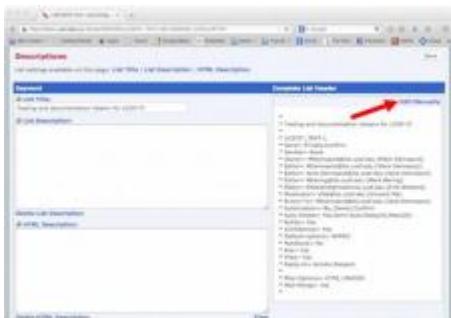
1. Click on the "List Management" menu tab
2. Scroll down to "List Dashboard" to select it

From the dashboard page, you will see the lists that you have ownership permissions for. Find the list you wish to modify, and then click the "configure" link directly below it to open the list configuration window.



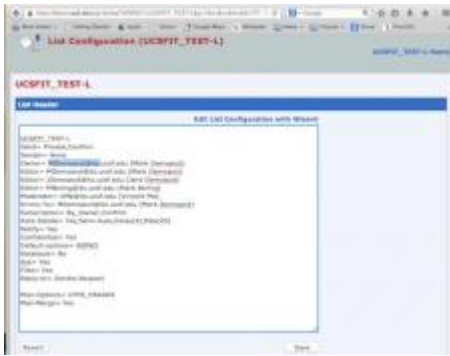
List configuration window

1. To edit the list headers, click on the "Edit Manually" button in the upper right-hand corner

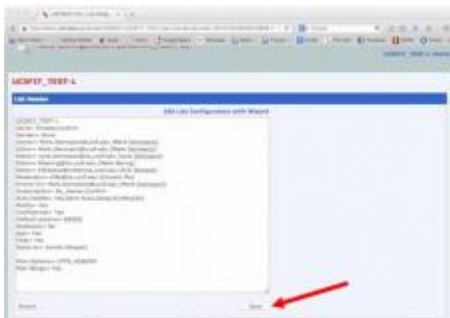


You can now make your changes to the list header. In this example we are going to change the owner and editor information.

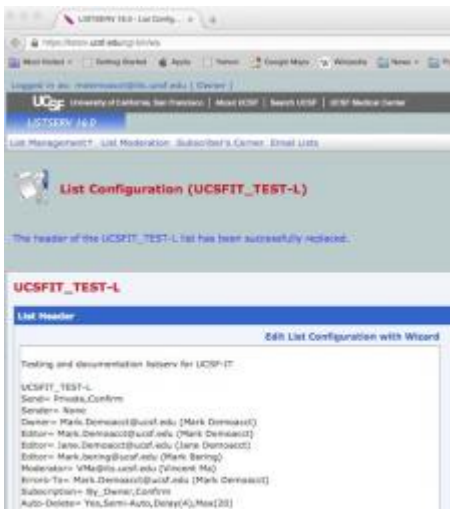
2. As we are not changing the permissions, insert the cursor and select only the text to be changed as illustrated in the image below.



3. Repeat this process for each line that needs to be updated
4. When done, click the "Save" button



5. You will be presented with a confirmation notification that your changes have been saved.



Registering your new email address

1. From the listserv owner login page (<https://listsrv.ucsf.edu/cgi-bin/wa?OWNER> [1]), click on the "get a new LISTSERV password [2]" link



1. Enter your email address and password in their respective fields (be sure to enter your password a second time in the confirmation field)
2. Click the "Register Password" button



Password confirmation notice

A confirmation message is sent to the email address that you registered with listserv.

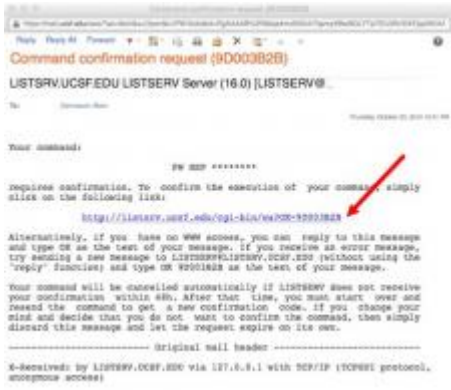
1. Go to your email address Inbox to retrieve the confirmation notice



Confirmation command request

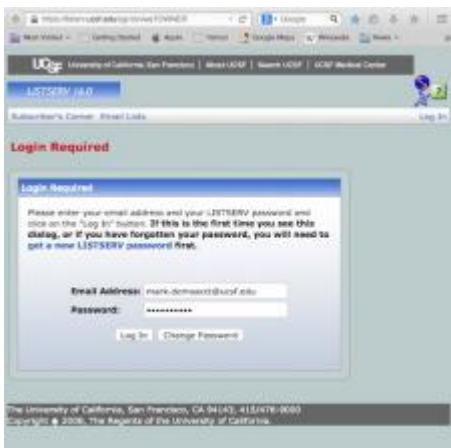
From your Inbox, open the listserv confirmation request and confirm the command by

- Clicking on the embedded link
- Or
- Replying to the email request



Viewing your listservs

1. **Launch** your web browser and go to, <https://listsrv.ucsf.edu/cgi-bin/wa?OWNER> [1]
2. In the Email Address field, **enter** your email address
3. In the Password field, **enter** your password
4. **Click** the "Log In" button



Once you have logged in go to the List Management>List Dashboard drop-down menu to see all of the listservs associated with your new email address.



Congratulations! You are finished.

Required Service Information

UCSF Listserv [3]

GET IT HELP. Contact the Service Desk online, or phone 415.514.4100

Site Login Site Index

Suggest an IT Improvement | © UC Regents

*//-->

Source URL: <https://it.ucsf.edu/services/ucsf-listserv/tutorial/manually-update-list-headers>

Links

[1] <https://listsrv.ucsf.edu/cgi-bin/wa?OWNER>

[2] <https://listsrv.ucsf.edu/cgi-bin/wa?GETPW1=OWNER&X=&Y=>

[3] <https://it.ucsf.edu/services/ucsf-listserv>