

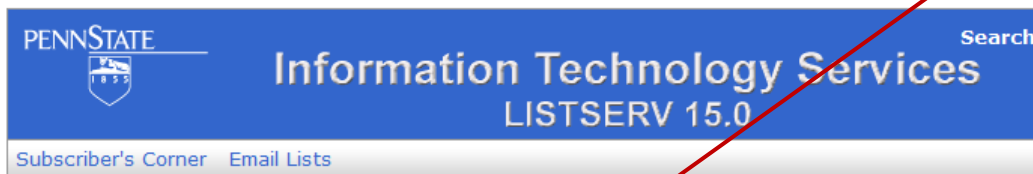
## MANAGING YOUR SUBSCRIPTION OPTIONS

(Below are instructions for how you can change certain subscription settings as your email address, temporary suspension of receipt of IWMMF-TALK emails, whether to receive IWMMF-TALK messages as they are sent – or in a once-daily digest format, etc.)

**Step 1:** open your web browser (internet explorer, Mozilla, etc.)

**Step 2:** in the browser search bar, type in the address <http://lists.psu.edu> and press the enter key or click go.

**Step 3a:** if you see a log in screen, enter your email address as the login id, and use a password you've created yourself. If it does not accept your password, just click on "get a new LISTSERV password"



### Login Required

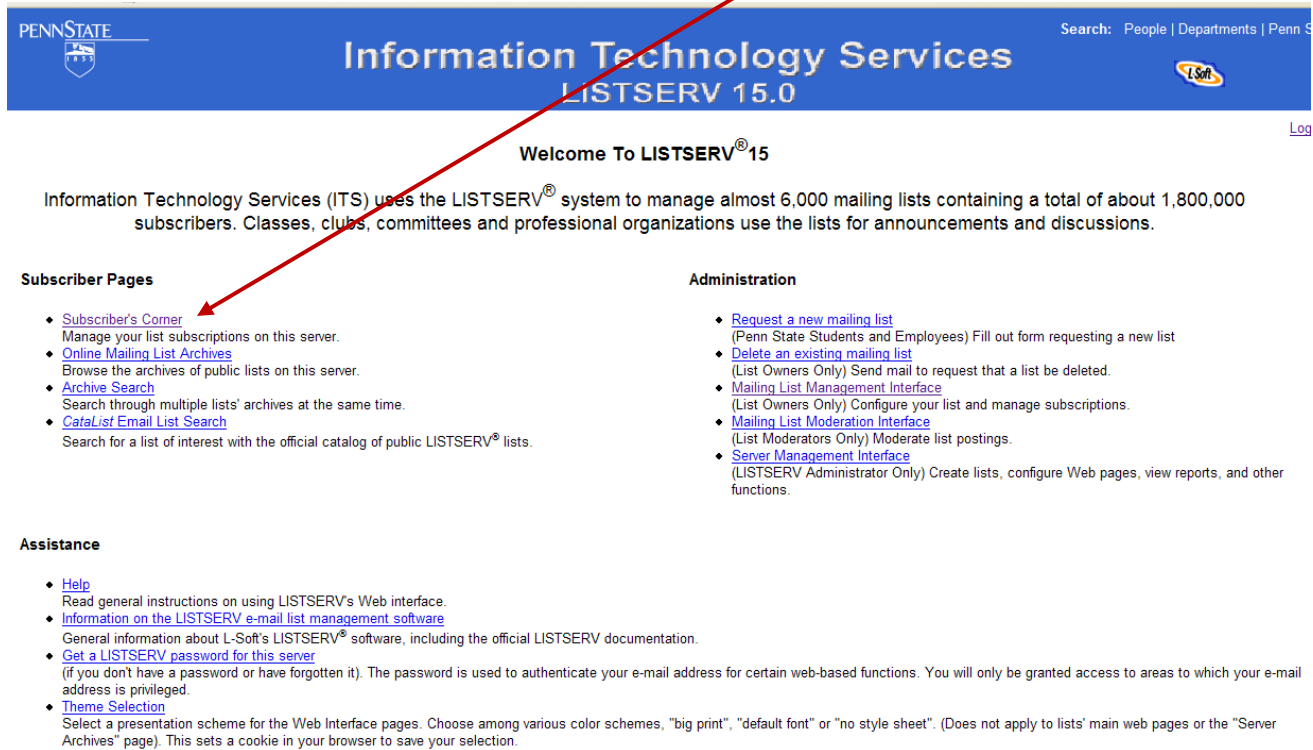
The image shows a "Login Required" dialog box. It has a blue header with the text "Login Required". Below the header, there is a paragraph of text: "Please enter your email address and your LISTSERV password and click on the 'Log In' button. If this is the first time you see this dialog, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first." Below the text are two input fields: "Email Address:" and "Password:". At the bottom of the dialog are two buttons: "Log In" and "Change Password". A red arrow points from the "get a new LISTSERV password" link in the text to the "Change Password" button.

Back to the LISTSERV home page at [LISTS.PSU.EDU](http://LISTS.PSU.EDU).

This service is provided and maintained by [Information Technology Services](#) at [Penn State](#).  
ITS tests systems every day between 5:00 a.m. and 7:30 a.m.  
During this time, one or more services may not be available.

**Step 3b:** if you see a “Welcome to Listserv” screen such as the one below, click on the “Subscriber’s Corner” link.

**Note:** You will only need to log-in with your password the first time. If you are set to allow cookies on your computer then the next time you use the Archives you will not have to log-in. If you do not allow cookies on your computer then you will need to log-in whenever you go to the Archives. (A cookie is a small code placed in your internet files by the Archive computer that identifies you to the Archives computer as a register subscriber. It does not transmit any information other than the ID you entered to subscribe.):



**PENNSTATE** Information Technology Services  
LISTSERV 15.0

Search: People | Departments | Penn S

[Log](#)

**Welcome To LISTSERV®15**

Information Technology Services (ITS) uses the LISTSERV® system to manage almost 6,000 mailing lists containing a total of about 1,800,000 subscribers. Classes, clubs, committees and professional organizations use the lists for announcements and discussions.

**Subscriber Pages**

- [Subscriber's Corner](#)  
Manage your list subscriptions on this server.
- [Online Mailing List Archives](#)  
Browse the archives of public lists on this server.
- [Archive Search](#)  
Search through multiple lists' archives at the same time.
- [Catalist Email List Search](#)  
Search for a list of interest with the official catalog of public LISTSERV® lists.

**Administration**


- [Request a new mailing list](#)  
(Penn State Students and Employees) Fill out form requesting a new list
- [Delete an existing mailing list](#)  
(List Owners Only) Send mail to request that a list be deleted.
- [Mailing List Management Interface](#)  
(List Owners Only) Configure your list and manage subscriptions.
- [Mailing List Moderation Interface](#)  
(List Moderators Only) Moderate list postings.
- [Server Management Interface](#)  
(LISTSERV Administrator Only) Create lists, configure Web pages, view reports, and other functions.

**Assistance**

- [Help](#)  
Read general instructions on using LISTSERV's Web interface.
- [Information on the LISTSERV e-mail list management software](#)  
General information about L-Soft's LISTSERV® software, including the official LISTSERV documentation.
- [Get a LISTSERV password for this server](#)  
(if you don't have a password or have forgotten it). The password is used to authenticate your e-mail address for certain web-based functions. You will only be granted access to areas to which your e-mail address is privileged.
- [Theme Selection](#)  
Select a presentation scheme for the Web Interface pages. Choose among various color schemes, "big print", "default font" or "no style sheet". (Does not apply to lists' main web pages or the "Server Archives" page). This sets a cookie in your browser to save your selection.

**Step 4a:** if you saw the log in screen, and entered your email address and password and clicked login, the next screen you would see would be what is displayed below; obviously you're not quite where you want to be yet. At this point, click on "Subscriber's Corner"

Logged in as: pdenardis@gmail.com

PENNS STATE  


# Information Technology Services

## LISTSERV 15.0

[Subscriber's Corner](#) | [Email Lists](#)



## LISTSERV Archives

### LISTS.ASET.PSU.EDU

Information Technology Services (ITS) uses the LISTSERV® system to manage almost 6,000 mailing lists containing a total of... and professional organizations use the lists for announcements and discussions. You can request a new list by filling out the...


**Options:**      [Log Out](#) | [Change Password](#)  
[Search Archives](#)

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

List Name	List Title
<a href="#">1941-L</a>	People born in 1941 (1 Subscriber)
<a href="#">5STARCONSORT-L</a>	Agricultural Educator's Consortium (41 Subscribers)
<a href="#">AA-ADLRNR</a>	Penn State Altoona Adult Center (827 Subscribers)
<a href="#">AA-AG-STUDENTS</a>	All AG students at Penn State Altoona (78 Subscribers)
<a href="#">AA-AGCLUB</a>	Ag Club of PSU-Altoona (66 Subscribers)
<a href="#">AA-ASME</a>	ASME - Altoona Chapter (52 Subscribers)
<a href="#">AA-BIOI</a>	Biology faculty and students (180 Subscribers)

**Step 4b:** if you saw the “Welcome to listserv” screen and clicked “Subscriber’s Corner”, you might see the following screen (which is exactly where you want to go):

Logged in as: pdenardis@gmail.com

Information Technology Services  
LISTSERV 15.0

[Subscriber's Corner](#) [Email Lists](#)



## Subscriber's Corner

### Search Options

Search for List:

Show All Lists: Show Subscribed Lists Only Search

[My Lists](#) [My Settings](#)

Subscribed to 1 List as pdenardis@gmail.com

List Names
<input type="checkbox"/> <a href="#">IWMF-TALK [Settings] [Post]</a>
-- <input type="text"/>

Lists per Page:

Back to the LISTSERV home page at [LISTS.PSU.EDU](http://LISTS.PSU.EDU).

**Step 5:** if you initially saw the log in screen, logged in, then saw a listing of a lot of different talklists, and clicked on Subscriber’s Corner, you should now see the same screen as the one in step 4b above.

**Step 6:** to change your personal settings as a member of the list, on the screen displayed in step 4b above, you would click on the word [Settings] that is displayed to the right of IWMF-TALK (don’t use the My Settings tab at this point, as it’s not quite the same), and you will then see the screen below. Note: You don’t have to change any settings if you’re happy with what you have.

However, some helpful tips are:

1. you can select to receive IWMF-TALK messages in one daily email (rather than several emails throughout the day) by selecting Digest (traditional)
2. You can select to have your email temporarily disabled (if you’re going on vacation, for example) by clicking on “Mail Delivery disabled temporarily” – just remember to go back in and click again on this to turn it off so that you will start receiving your messages!



## Join or Leave the IWMF-TALK List

### IWMF-TALK

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

**Name:**

**Email Address:**

**Subscribed Since:** 1 Oct 2007

**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 [IETFHDR]
- 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]

Selecting Digest means that rather than receiving emails throughout the day as they are written by subscribers, you will receive a once-daily digest that includes all the emails sent throughout the day.

If you go on vacation and want to temporarily stop your subscription – select “Mail delivery disabled temporarily”; just remember to turn it back on when you return.

Also, if you'd rather read messages by visiting the archives, you can use the “Mail delivery disabled temporarily” option. This will stop messages from coming to you via email, but you can still read all messages throughout the day in the archives.

If you have any questions or need further assistance, please contact the IWMF-TALK manager, Pete DeNardis at [pdenardis@comcast.net](mailto:pdenardis@comcast.net).