

Subscriber Management (using email commands)

Using your own email account you can send an email message to our server, giving instructions to carry out management activities on your list(s). These include adding/removing subscribers, reviewing subscriptions and more.

These instructions provide information on sending email commands to:

- Add 1 (& several) subscribers
- Remove 1 (& several) subscribers
- Review your subscribers

When you send a command our servers check that you're the list owner of the list (matching your email address to the one in the list configuration) and when complete you'll receive an email to confirm your request has been processed.

In each case always make sure you do the following:

- Send your email to LISTSERV@jiscmail.ac.uk
- Send your message from the email address registered on your JiscMail list
- You don't need to include a subject
- In the message, remove any signature information
- In the examples below replace *JISCMail-NEWSLETTER* with the name of your list and the subscriber email address to the person your want to add/remove.
- If you have any difficulties – contact helpline@jiscmail.ac.uk

1. Add 1 person to your list

When you've created your email, send the following message:

```
ADD JISCMail-NEWSLETTER Johnsmith@example.com John Smith
```

Soon after sending the message you'll receive a reply from our server to confirm that he's been added to the list.

(If you **do not** want to notify the subscriber that they've been added, then remove the word QUIET), you'll receive a copy of the welcome message he receives when he's been added to your list.

2. Add several people to your list

To add several people in one go, by email, you need to change the message slightly (copy & paste this and replace the email addresses & names with those people you want to ADD to your list)

If you **do not** want to send them any notification that they've been added you can include the word QUIET before the word ADD (leave a space between the words):

```
ADD JISCMail-NEWSLETTER DD=ddname IMPORT  
//ddname DD *  
Johnsmith@example.com John Smith
```

*Janesmith@example.com Jane Smith
Jamessmith@example.com James Smith
Juliasmith@example.com Julia Smith
/**

So you've added 1 person, or 4 people.

3. Remove 1 person from your list

To remove people, you can send a similar email but replacing ADD for DEL, which is short for DELETE.

So your email message would now read:

DEL JISCMail-NEWSLETTER Johnsmith@example.com John Smith

or if you **did not** want to notify him, it would read:

QUIET DEL JISCMail-NEWSLETTER Johnsmith@example.com John Smith

4. Remove several people from your list

And to remove several people in one go, the message would be:

*DEL JISCMail-NEWSLETTER DD=ddname
//ddname DD *
Johnsmith@example.com John Smith
Janesmith@example.com Jane Smith
Jamessmith@example.com James Smith
Juliasmith@example.com Julia Smith
/**

If you wanted to practice using these email accounts - that's fine, they're dummy/test emails so nothing will be sent to the individuals, but it means you can practice before you add real people.

5. To request a list of your subscribers (by email)

To receive an email list of all your subscribers, send the message:

REVIEW JISCMail-NEWSLETTER

You'll receive a separate email with a full list of your subscribers.