ListServ

Listserv FAQs
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General

How do I get a password for the Listserv Web Interface (LWI)?

1. Go to https://listserv.miami.edu/scripts/wa.exe
2. Click Log In in the upper right corner.
3. Click Register Password.
4. Provide your email address and enter your desired password in the two Password fields.
5. Click **Register Password**.

6. You will receive an email from Listserv with the title “Command confirmation request.” Open the email and click the link to register the password.
7. You will be taken to a Listserv screen confirming your new password was registered.

    LISTSERV Command Response
    The following response was received from LISTSERV

    OK 4809DE22
    Your new password was registered successfully.
How do I log in to LWI?

1. Sign in to [https://listserv.miami.edu/scripts/wa.exe](https://listserv.miami.edu/scripts/wa.exe)
2. Click **Log In** in the upper right corner.
3. Provide your email address and password in the requested fields.
4. Click **Log In** when done.
What to do if I forget my password?

1. Go to https://listserv.miami.edu/scripts/wa.exe
2. Click Log In in the upper right corner.
3. Click Forgot Password?.
4. Provide your email address and enter your desired password in the two Password fields.
5. Click **Register Password**.

6. You will receive an email from Listserv with the title “Command confirmation request.”
   Open the email and click the link to register the password.
7. You will be taken to a Listserv screen confirming your new password was registered.

![LISTSERV Command Response](image)

LISTSERV Command Response
The following response was received from LISTSERV

OK 4809DE22

Your new password was registered successfully.
How do I know I am logged in to LWI?

You can tell you are logged in to Listserv by looking in the upper right corner. If you see your email address, then you are logged in.

If you see Log In then you are not logged in. Please follow the steps in How do I log in to Listserv? to log in.
How do I change the appearance and settings for LWI?

1. Sign in to LWI.
2. On the left side of the screen click Preferences under Subscriber Options.
3. Make your desired changes or the selected setting column (e.g. General, Archives)
4. Click **Update** in the bottom right corner to apply the changes.

5. A message will appear at the top of the Preferences list indicating that your preferences have been updated.
6. Repeat step 2 for any other setting columns.
How do I view lists I am subscribed to?

1. Sign in to LWI.
2. On the left side of the screen, click Subscriptions under Subscriber Options. You may have to click Subscriber Options first before Subscriptions becomes visible.
3. All of the lists you are subscribed to will appear.
How do I subscribe to a Listserv?

**Note:** You can only subscribe or unsubscribe to groups that are not query based or closed. You will be notified if the group is closed when you try to subscribe or unsubscribe.

1. Sign in to LWI.
2. Locate and select the list you would like to subscribe to using the alphabetical listings or the search bar.
3. When you are on that list's List page, click **the three stacked lines icon** in the upper right corner.
4. Click **Subscribe or Unsubscribe** from the list that appears. Options on the right side.

5. Ensure the List Name is the correct list and enter your Name as you would like it to appear on the listserv.
6. Select your Subscription Type.
7. Click **Subscribe**.
8. You will receive an email from Listserv with a title that begins with “Confirm your subscription.” Open the email and click the link that appears in the email.

![Email Confirmation]

9. You will be taken to a Listserv screen confirming your subscription request has either been sent to the list owner for approval or you have been added to the list.

![Listserv Confirmation]

![Listserv Confirmation]

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10. You will also receive an email confirming your subscription.
How do I unsubscribe to a Listserv?

**Note:** You can only subscribe or unsubscribe to groups that are not query based or closed. You will be notified if the group is closed when you try to subscribe or unsubscribe.

1. Sign in to LWI.
2. On the top menu, click **Subscriptions** under **Subscriber Options** on the left.
3. The lists you are a member of will appear. Locate and select the list you would like to unsubscribe from.
4. When you are on that list's List page, click the **three stacked lines icon** in the upper right corner.
5. Click **Subscribe or Unsubscribe** from the list that appears. Options on the right side.
6. Click **Unsubscribe** at the bottom.

7. You will be taken back to the Subscription Management screen. It will state you have been removed from the list at the top of the screen.