

Managing Owners and Editors on Listserv Lists

Owners of the list are the ones that will manage the settings of the list including adding and removing Editors, senders, and subscriber management.

Editors are added to be approved senders or moderators of the list. They do not have the ability to make changes to the list settings.

Below are instructions on how to manage the Owners and Editors of a list:

Log into the GlobalProtect VPN.

In your browser navigate to <https://lists.ucdenver.edu>

Log in with your University email address and password.



Login Required

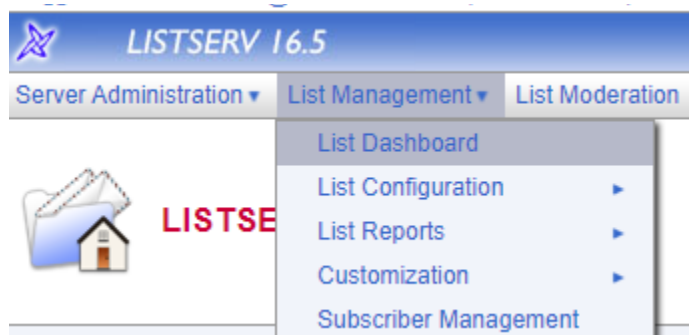
Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this prompt, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

University of Colorado Denver email users should use their @ucdenver.edu email address and domain password to login.

Email Address:


Password:


Click on **List Management** at the top menu and select **List Dashboard**. This should be the first thing you see when you log in.



Click on **Configure** under the list you want to manage owners and/or editors on.

Technical Support

 Technical support has been enabled. If you encounter problems with your lists, you can contact the server administrator by clicking on the life buoy icon. Once you click on this icon, an email message opens. Enter any information describing your problem. Please be as detailed as possible.




List Name ▲	Subscribers	Send
EW-TEST [Configure]	3 [View]	Owner, santa.claus@CUANSCHUTZ.EDU [Edit]

[+] Retrieving the changelog data requires a separate query. To load the numbers automatically every time you access this page, see the "Owner Dashboard Changelogs" setting under Preferen

Lists per Page:

Then go to the **List Maintenance** tab.



List Configuration (EW-TEST)

Select List:
EW-TEST (unlisted)
[\[2-AMC-\]](#)[\[AMC-AURL\]](#) [\[AURL-BUS-\]](#) [\[BUS-CARE\]](#) [\[CARE-CLAS\]](#) [\[CLAS-CSM\]](#) [\[CSPH\]](#) [\[CSPH-CUPT\]](#) [\[CUPT-](#)

Descriptions Access Control Distribution Error Handling List Maintenance


First thing you will see is the **Editor=** textbox. Here you will enter the new address on a new line. Each line should contain one address with no spaces or special characters. To remove an address simply delete that address line.

Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as editors of a list.

Descriptions Access Control Distribution Error Handling List Maintenance Security Subscription

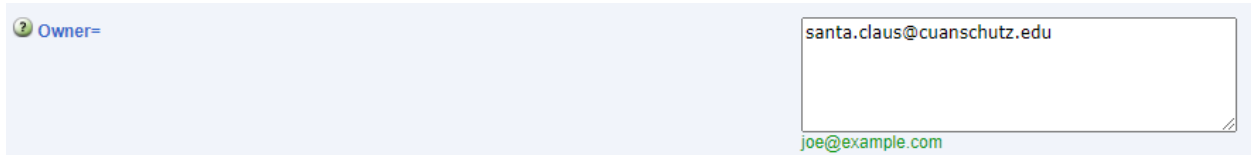
List Maintenance Settings

List settings available on this page: [Editor](#) | [Moderator](#) | [Notebook](#) | [Notify](#) | [Owner](#) | [Configuration-Owner](#) | [Renewal](#) | [Subject-Tag](#)

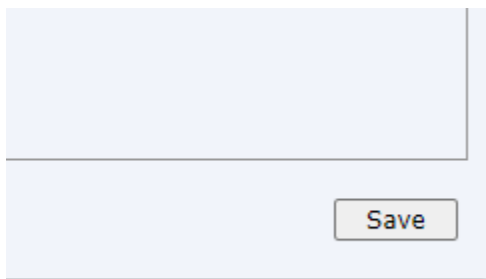
Keyword	Setting
 Editor=	<input type="text" value="santa.claus@cuanschutz.edu
ew-testbox@cuanschutz.edu"/> <small>fred@example.com (EW-TEST)</small>

Scroll down to the **Owner=** textbox and enter the new address on a new line. Each line should contain one address with no spaces or special characters. To remove an address simply delete that address line.

Only internal addresses (@cuanschutz.edu and @ucdenver.edu) can be added as owners of a list.



Once you are done adding and removing editors/owners, click the Save button at the bottom right of the page.



You will get confirmation at the top of the page that the list header was successfully updated.



List Configuration (EW-TEST)

The header of the EW-TEST list has been successfully replaced.
