



THE UNIVERSITY OF IOWA

Information Technology Services

LISTSERV questions contact:

Phone: (319) 384-HELP(4357)
Email: its-helpdesk@uiowa.edu

Return completed form to:

ITS Enterprise Communications Team
2800 UCC
Iowa City, IA 52242-1589
Fax: 335-5505

Request for LISTSERV Mailing List

Section 1: List Owner Information

Name: _____ Office Address: _____

Department or Organization: _____ Phone: _____

Email Address: _____ Important Information, see [Help](#) first.

I have read and agree to [The University of Iowa Acceptable Use Policy](#), the [LISTSERV® Policy Statement](#), and [The University of Iowa's Policy on Mass E-mail Mailings](#).

Requestor Signature: _____ Date: _____

Department Authorization Signature: _____ Date: _____

Section 2: List Information

Before you begin, see [List Name Recommendations](#) and [The LISTSERV Getting Started Guide](#).

List Name: _____

(Spaces are not allowed – all UPPERCASE)

Descriptive Title: _____

If no answer is selected, the values appearing in parenthesis at the end of the questions will be used.

A. Who can subscribe to the list? (*List Owner must approve*)

- List Owner must approve Anyone No one

B. Who can post messages to the list? (*List Members only*)

- List Members only Anyone
 Owner only All messages must be pre-approved

C. Would you like the list name published in the Online List Archives web page? (*No*)

- No Yes

D. Who can view the online archives? (*List Members only*)

- List Members only Anyone

E. Who can view the list of subscribers? (*List Owner only*)

- List Owner only Anyone List Members only

F. To whom should the replies go? (*the Sender*)

- the Sender the Entire List

For Office Use Only

List Created: _____ Documentation Sent: _____ List Retired: _____