

Listserv - Add or remove Editors

To add or remove editors, who can send messages to Listserv lists without waiting for moderator approval, follow the steps below.

1. Go to the Listserv dashboard, <https://listserv.albany.edu>
2. Click Mailing List Management Interface
3. Log in with your UAlbany Mail address and your Listserv password
4. Click the **list name** at the left of the available lists
5. Click **List Configuration** on the left
6. Click the **Administrators** button
7. In the Editor= section, **add the the email addresses** with names in the format:
emailaddress@albany.edu (Firstname Lastname)
8. Click **Update** at the bottom right to save the changes