Unsubscribing from a listserv

There are two ways to unsubscribe from a list at Union. You only need to use one of the following:

To use the email interface, send an email to listname-leave@union.edu from the address you wish to unsubscribe. The subject and body will be ignored and can be left blank. Now skip down to the Confirmation section.

To use the web interface, enter the URL with the listserv name appended: http://lists.union.edu/mailman/listinfo/listname and go to the section called Listname Subscribers. It will look similar to this:

At the bottom of the listserv main page you need to enter your full e-mail address (username@union.edu or whatever other e-mail address you used to subscribe initially) and click Unsubscribe or edit options. This will bring you to the list member options login page.

To continue with this process, click Unsubscribe.

Confirmation: A return e-mail will be sent to you acknowledging the request to unsubscribe you from this list. You can either reply to this message, changing nothing (click reply, click send) or you can click the link in the email which will open a page in your browser to confirm your request.

You should then receive an email confirmation of your being unsubscribed in the “Subject” line.

NOTE: There may be some listservs onto which you have been automatically subscribed by virtue of being a member of the Union College Community. You may not be able to unsubscribe from these lists.