Subscribing to a listserv

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

**To use the email interface**, send an email to `listname-join@union.edu` from the address you wish to subscribe. The subject and body will be ignored and can be left blank. Now skip down to the *Confirmation of request* 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 Subscribing to `Listname`. It will look similar to this:

![Subscribing to campus-events](image)

As directed by the form:
- Enter your e-mail address (*required*)
- Enter your real name (*not required, but strongly encouraged*)
- Enter a password – (*not required*) if left blank one will be assigned to you in the confirming e-mail.

Self-assigned passwords must be a minimum of 8 characters; no special criteria. Since your password gets e-mailed to you in plain text, you should *not* use your domain password.

Click on *Subscribe*.

*Confirmation of request*: A return e-mail will be sent to you acknowledging the request to subscribe you to 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 request in the “Subject” line.

*Confirmation of subscription*: Most lists require that a moderator approve your subscription. Once that is done, you will receive a final confirmation email of your subscription.

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