

Moderating Emails

1. Log in to the admin home page of your Listserv.
2. Select **Tend to pending moderator requests**.

Other Administrative Activities

- [Tend to pending moderator requests](#)
- [Go to the general list information page](#)
- [Edit the public HTML pages and text files](#)
- [Edit the list archives](#)
- [Go to list archives](#)

- [Logout](#)

3. From here you will be able to choose whether to accept or reject the emails that are being held for moderation.

Accessing the List Archives

1. Select **Go to list archives**.

Other Administrative Activities

- [Tend to pending moderator requests](#)
- [Go to the general list information page](#)
- [Edit the public HTML pages and text files](#)
- [Edit the list archives](#)
- [Go to list archives](#)

- [Logout](#)

2. From here you will be able to see the list of emails that have been sent out to subscribers as well as the dates they were sent.