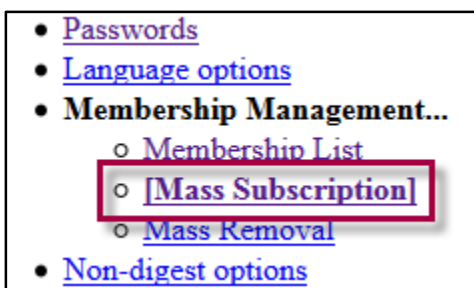


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## Add Members

1. Log in to the Mailman Listserv admin site.
2. Select **Membership Management**.
3. Select **Mass Subscription**.

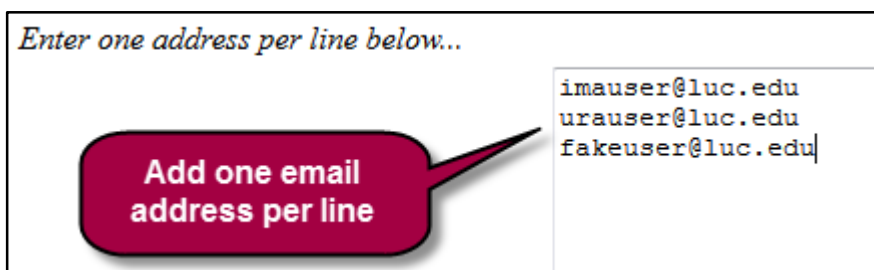


4. Choose if you want to subscribe members right away or invite them to the email list.
5. Choose if you want to send a welcome message to new subscribers.
6. Choose if you want administrators to receive email notifications of the new subscriptions.

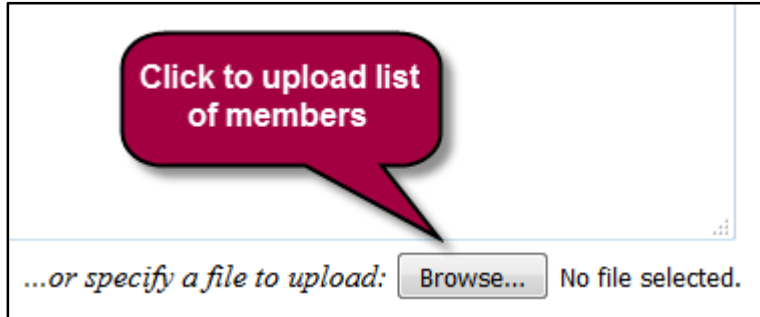
**\*Note:** If you select **Yes** and add 200 new subscribers, you will receive 200 emails.

Subscribe these users now or invite them?	<input checked="" type="radio"/> Subscribe <input type="radio"/> Invite
Send welcome messages to new subscribers?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Send notifications of new subscriptions to the list owner?	<input checked="" type="radio"/> No <input type="radio"/> Yes

7. Enter one email address per line in the text box.



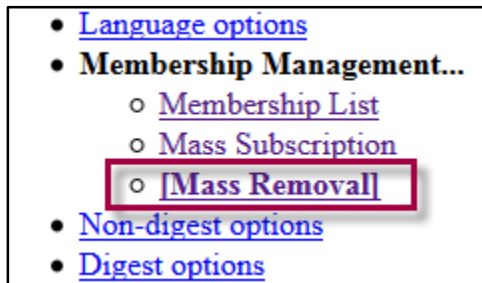
8. For several email addresses, you can upload a document by clicking the browse button below the textbox.



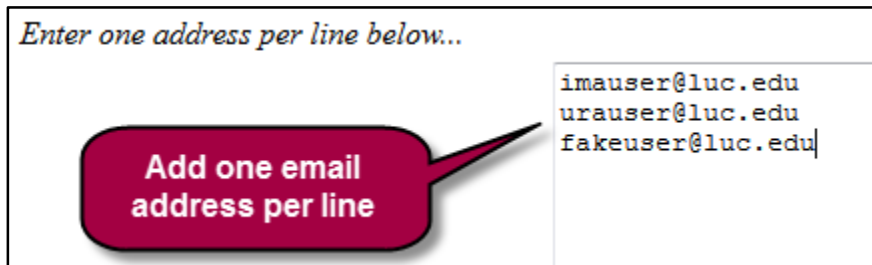
9. Navigate to the list of member and select **Open**.
10. Click **Submit Your Changes** at the bottom of the page.

### Remove Members

1. Select **Membership Management**.
2. Select **Mass Removal**.



3. Enter one email address per line or upload a document by selecting the **Browse** button.



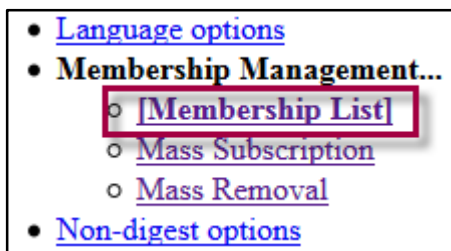
4. For several email addresses, you can upload a document by clicking the browse button below the textbox.



5. Navigate to the list of members and select **Open**.
6. Click **Submit Your Changes** at the bottom of the page.

### Or

1. Select **Membership Management**.
2. Select **Membership List**.



3. On the left-hand side of each member's name is an "unsub" checkbox. Select this checkbox for each person you would like to unsubscribe.

unsub	member address member name
<input checked="" type="checkbox"/>	<a href="mailto:imauser@luc.edu">imauser@luc.edu</a>

4. Select **Submit Your Changes** at the bottom of the page.