

University of Miami Office of Research Listserv FAQs

How do I join a listserv?

Guidelines on joining a listserv can be found on this page (<http://ww3.med.miami.edu/orim/x20.xml>) on our website.

How do I send messages to the listserv?

To send a message to all of the people currently subscribed to the list, just send mail to either:

RESEARCH-ADMIN_PROFESSIONAL@LISTSERV.MIAMI.EDU

RESEARCH-L@LISTSERV.MIAMI.EDU

INTERNATIONAL_RESEARCH@LISTSERV.MIAMI.EDU

The address you send your message to will depend on which list you're subscribed to. This is called "sending mail to the list" because you are sending mail to a single address and LISTSERV makes copies for all of the people who have subscribed.

To send a message to the CLINICAL-RESEARCH@LISTSERV.MIAMI.EDU listserv please send the message that you would like to post to Research Communications at rescomm@miami.edu along with your request to post it to the Clinical Research Listserv.

How can I confirm my message was sent to the list recipients?

You can also tell LISTSERV how you want it to confirm the receipt of messages you send to the list.

Send a Reprove command and LISTSERV will send you a copy of your own messages so you can see that the message was distributed and did not get damaged on the way.

"SET RESEARCH-ADMIN_PROFESSIONAL REPRO" for the RESEARCH-ADMIN_PROFESSIONAL list

"SET RESEARCH-L REPRO" for the RESEARCH-L list

"SET INTERNATIONAL_RESEARCH REPRO" for the INTERNATIONAL_RESEARCH list

If you send an acknowledgement command, then LISTSERV will mail you a short acknowledgement instead, which will look different in your mailbox directory. With most mail programs, you will know immediately that this is an acknowledgement you can read later.

"SET RESEARCH-ADMIN_PROFESSIONAL ACK NOREPRO" for the RESEARCH-ADMIN_PROFESSIONAL list

"SET RESEARCH-L ACK NOREPRO" for the RESEARCH-L list

"SET INTERNATIONAL_RESEARCH ACK NOREPRO" for the INTERNATIONAL_RESEARCH list

How do I turn off acknowledgements?

You can turn off acknowledgements completely with the No Acknowledgement command.

"SET RESEARCH-ADMIN_PROFESSIONAL NOACK NOREPRO" for the RESEARCHADMIN_PROFESSIONAL list

"SET RESEARCH-L NOACK NOREPRO" for the RESEARCH-L list

"SET INTERNATIONAL_RESEARCH NOACK NOREPRO" for the INTERNATIONAL_RESEARCH list

How do I leave a list?

You may leave the list at any time by sending a sign off command to LISTSERV@LISTSERV.MIAMI.EDU. Leave the subject of an Email message blank and in the body of the message, type the following (depending on which list you'd like to leave):

"UNSUBSCRIBE RESEARCH-ADMIN_PROFESSIONAL" to sign off the RESEARCHADMIN_PROFESSIONAL list

"UNSUBSCRIBE RESEARCH-L" to sign off the RESEARCH-L list

"UNSUBSCRIBE CLINICAL-RESEARCH" to sign off the CLINICAL-RESEARCH list

"UNSUBSCRIBE INTERNATIONAL_RESEARCH" to sign off the INTERNATIONAL_RESEARCH list

If you have any other questions regarding the listserv's please contact the Manager of Research Communications by e-mail: rescomm@miami.edu.