Subscribing to a Listserv

PLEASE NOTE: Delivery cannot be guaranteed if you are not subscribed with your official University e-mail address (e.g. most faculty and staff: j-wildcat@northwestern.edu, most students: joewildcat2012@u.northwestern.edu).

The SUBSCRIBE command allows you to add yourself to a list.

Note: In order to successfully subscribe to a list, make sure you are not using e-mail signatures, your commands are in English, and you send your commands to listserv@listserv.it.northwestern.edu.

1. Send a plain text e-mail to listserv@listserv.it.northwestern.edu without any subject line.
2. Type the following command in the message:

   SUBSCRIBE listname Firstname Lastname

where listname is the name of the list you would like to subscribe to. For example:

   SUBSCRIBE boguslist

Alfred wants to subscribe to the list named boguslist. He sends an e-mail to listserv@listserv.it.northwestern.edu and types the command SUBSCRIBE boguslist.

Note: Sometimes your subscription will need to be approved by the list owner(s) before you can be subscribed. Your e-mail address listed in the From: field is the address that will be subscribed to the list when you send your message.