

ListServ Application

Information

Date: _____

Name: _____

E-Mail: _____

Department: _____

Phone Number: _____

Faculty

Staff

Student

List Options (Please choose one from each of the following)

1. What type of list would you want?

Announcement (only editors or owners can send, subscribers receive)

Moderated (messages have to be approved by the moderator[s])

Unmoderated (no interaction by editor/owner/moderator is needed)

2. Who can subscribe to your list?

Let me add them myself (subscribers may not request)

Allow requests and I will approve

Allow anyone to subscribe

3. Who can send to your list?

Allow only members to send

Allow anyone to send

4. Would you like to **"archive"** (keep messages for future reading for subscribers or non subscribers) all the messages?

Yes but allow only subscribers to read

Yes and allow everyone (even those not subscribed) to read them

No, do not archive

5. If **yes** to archiving, how often?

Weekly

Monthly

Yearly

6. What name would best describe your list? (Choose a one- or two-word descriptive name for your list.

For example: UHD-**WEB_GURUS**-L@listserv.uhd.edu or UHD-**GURUS_WEB**-L@listserv.uhd.edu.)

Option 1 (preferred name):

UHD- _____ -L@listserv.uhd.edu

Option 2 (in case preferred name is taken):

UHD- _____ -L@listserv.uhd.edu

Approval

Department/Unit Head (PRINT)

Signature of Department/Unit Head

Date

Please return this form to Information Technology 700S. For assistance or additional information, please contact Help Desk at 713-221-8031, x3000, or help@uhd.edu.

For IT Use Only

Date Received: _____ Call # _____