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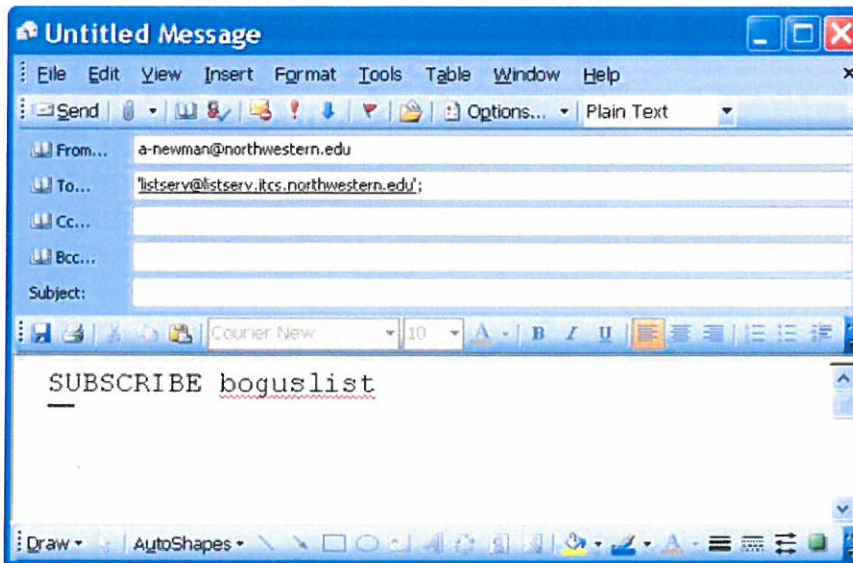
The **SUBSCRIBE** command allows you to add yourself to a list.

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:

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 Alfred Newman**.

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.