Listserv - Accessing List Archives

About List Archives

Listserv has the ability to save list postings in an archive so that the posting content can be reviewed later. By default, lists are not created with the archive feature enabled - the archive feature must be requested by the list owner. Further, only the site Listserv manager can perform the actual archive creation, since it requires allocation of space on the server. See Listserv - Requesting List Archives for information on requesting the archive feature for your list.

List archives are typically organized into containers that correspond to a time interval, e.g. monthly, weekly, etc. List postings are stored in containers based on the date of the posting. List archives can be accessible publicly (to anyone who can login to the SU Listserv site), privately (to list subscribers only), or to the list owner. The list owner decides on the access level.

Accessing List Archives

List archives are most readily accessible through the Listserv web interface. A Listserv login for the site is required - see Listserv - Get or Replace a Password to obtain a listserv password.

To access public list archives

1. Login to the Listserv Web Interface.

2. Click on the “Email Lists” link on the toolbar.

3. Select an archive to view by clicking on a List Name. As an example, the Book_Arts-L has a publicly accessible archive.

Click on the month and year to view the postings for that time interval. The archive can be searched by entering a search term in the search box, located on the upper right.

To access private list archives:

You must be a subscriber to the list in order to access the list's archive, if the archives are designated as private. To access private archives:

1. Login to the Listserv Web Interface.
2. Click on the "Subscriber's Corner" link on the toolbar. The lists you have subscribed to will be displayed on the page.
3. Click the list name whose archive you want to view. Navigate the archive screen in a manner as described in step 3 of the previous section.