Extracting & Parsing Subscriber Information

Listserv List subscriber information is only available to List owners. We deliberately configure lists in this fashion to avoid list subscriber harvesting. If you feel you need list membership but are not a list owner, you should contact the list owner. Send email to

\[(\text{itsapps:typename})\text{-request@listserv.syr.edu}\]

Example: for the list "clocks", send to clocks-request@listserv.syr.edu

Getting a Subscriber list

- Go to Listserv
- choose "List Management Interface"
- select from the menu "List Management>Subscriber Management"
- select your list from the dropdown
- near the bottom of the page, click on either of the links under review list members, either to view in the browser or receive as an email.

Parsing the subscriber list - method 1

You may need to extract either the email address or the names. We have constructed an Excel spreadsheet that will facilitate that process. Please open Listserv Subscriber Extraction.xls and follow the directions.

Parsing the subscriber list - method 2

If you are comfortable with Excel, you may want to try the following:

- highlight and copy the subscriber information to the clipboard
- open a new spreadsheet and paste the subscriber info into the clipboard
- from the menu, use the Data->Text to Columns feature (you're on your own now; describing how to use this is beyond the scope of this document).

Help

List owners are responsible for all questions from list members

- The Listserv web page has links to useful information.
- List members should contact their list owner(s) for help at \langle\text{typename}\text{-request@listserv.syr.edu}\rangle. For example, if the listname is "clocks", send email to <clocks-request@listserv.syr.edu>. If you need help contacting the owner, please contact the ITS Service Center by email at help@syr.edu or by phone at 315-443-2677.
- List owners may receive help by sending email to help@syr.edu or contacting the ITS Service Center at 315-443-2677.

Sources and Relevant Links

Listserv Web Page