

1. Please go to <http://listserver.jjay.cuny.edu>
2. Click "Log in" on the top right corner.
3. You will see like this:

Login Required

LISTSERVER.JJAY.CUNY.EDU

4. If you know your password you can log in with your listserv owner or editor email address and if you don't know the password click "get a new LISTSERV password" link and use your owner email address.
5. You will receive an email like this:

Command confirmation request (38685923)

Listserv

Extra line breaks in this message were removed.

Sent: Fri 11/7/2014 3:28 PM

To: [REDACTED]

Your command:

PW REP *****

requires confirmation. To confirm the execution of your command, simply click on the following link:

<http://listserver.jjay.cuny.edu/cgi-bin/wa.exe?OK=38685923>

Alternatively, if you have no WWW access, you can reply to this message and type OK as the text of your message. If you receive an error message, try sending a new message to LISTSERV@LISTSERVER.JJAY.CUNY.EDU (without using the "reply" function) and type OK as the text of your message.

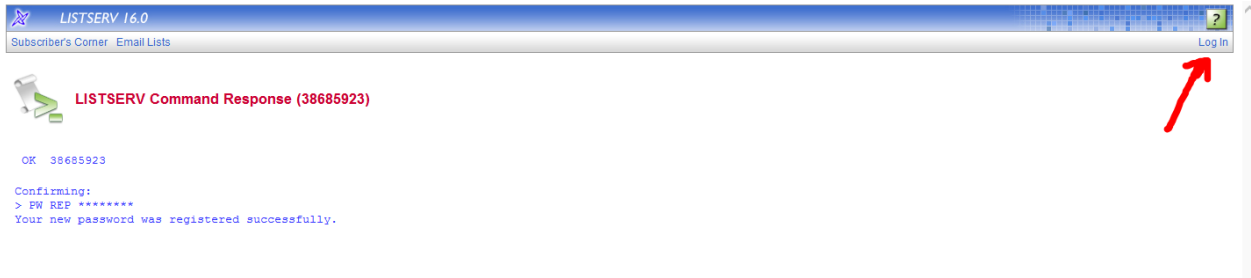
Your command will be cancelled automatically if LISTSERV does not receive your confirmation within 48h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do not want to confirm the command, then simply discard this message and let the request expire on its own.

----- Original mail header -----

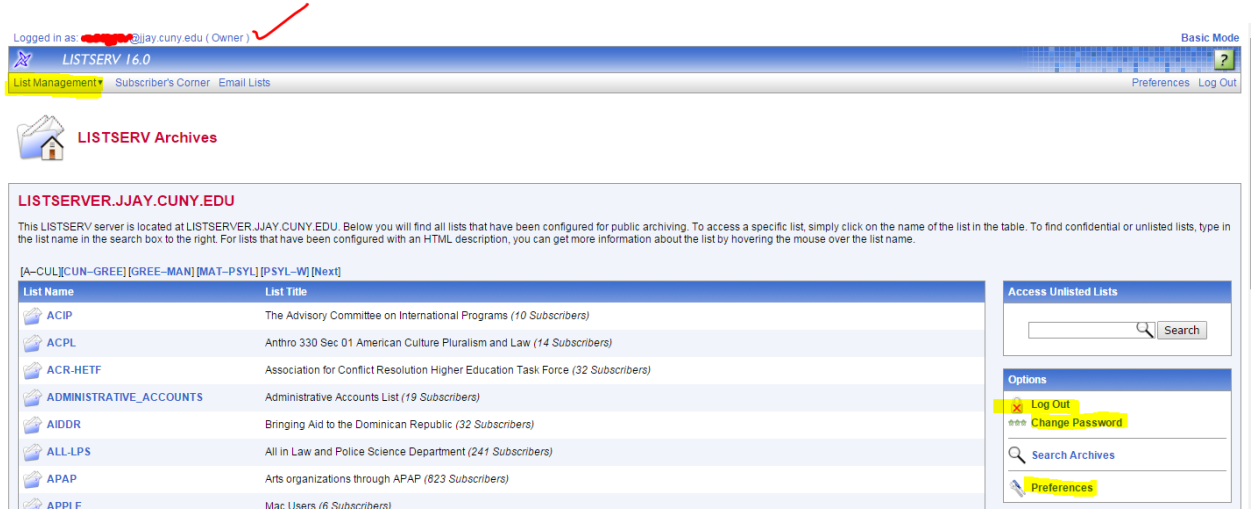
X-Received: by LISTSERVER.JJAY.CUNY.EDU via 127.0.0.1 with TCP/IP (TCPGUI protocol, anonymous access)

Please click this link to confirm:

6. Once you click on the link, you will see this page. Please click “Log in”.



7. After log in click you will see this page:



8. Click List Management > List Dashboard to add/ edit Subscribers list.