Quick Guide: HMS Student Listservs

The HMS Student List-Servs, or Mailing Lists, were created to allow HMS, HSDM, HST and DMS predoctoral students to communicate to other HMS/HSDM/DMS/HST predoctoral students regarding student activities and student announcements.

1. Sign Up For an Account:

   1. Launch a web browser (such as Internet Explorer, Mozilla Firefox) and go to the following site: https://listserv.med.harvard.edu/scripts/wa.exe

   2. You can register for an account by clicking on the "Get a Listserv password for this server" link under the Assistance heading on the main LISTSERV® 14.5 webpage.

   3. **Please sign up with your primary HMS email address** (example: firstname_lastname@hms.harvard.edu)

2. Logging In

   • If you already have an account, proceed to the Listserv log-in page: https://listserv.med.harvard.edu/scripts/wa.exe?LOGON

3. Subscribing/Unsubscribing to a List

   • Once you are logged in, click on the Subscriber’s Corner link under the Subscriber Pages heading.

      1) Select All Lists in the Show option in the navigation left sidebar.
      2) Click the Submit button.
      3) Check the boxes next to the lists to which you would like to subscribe/unsubscribe.
      4) At the bottom of the List Names column, select the Subscribe/Unsubscribe option.
      5) Press the Submit Changes button.

Or you can send an email to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): "subscribe listname your name", where listname is the name of the list you wish to subscribe. (LISTSERV will get your e-mail address from the "From:" address of your e-mail message. Please use your primary HMS Email Address.)

To unsubscribe from a list, send email to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): "unsubscribe listname", where listname is the name of the list.
4. Sending Mail to a List

- Simply address your email message to: listname@hms.harvard.edu where listname is the name of the list to which you wish to post.

5. Changing Your Subscription Settings

   ➢ **Receiving Listserv Messages in a Single Daily Block:**

     1) Select Subscribed Lists in the Show option in the navigation left sidebar and click Submit.
     2) Click on the name of the list you would like to modify – this will take you to the homepage of that particular list. Under the Subscription Type category, change your subscription setting from Regular to one of the Digest options (see Item 6 for digest options)

Or you can send the following command to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): “set listname digest”, where listname is the name of the list.

   ➢ **Receiving Individual Listserv Messages:**

     1) Select Subscribed Lists in the Show option in the navigation left sidebar and click Submit.
     2) Click on the name of the list you would like to modify – this will take you to the homepage of that particular list. Under the Subscription Type category, change your subscription setting from the current Digest setting to Regular.

Or you can send the following command to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): “set listname nodigest”, where listname is the name of the list.

6. Digest Options

- You can change your subscription to a list to a digest. This means that you won’t receive individual mailings sent to the list, but will instead receive a daily e-mail containing all of that day’s messages. There are three formats for digests. The display of the MIME and HTML formats may differ depending on the e-mail client you use.

  1) **Text:** A plain format text e-mail containing all of the day’s messages.
  2) **MIME** (Multipurpose Internet Mail Extensions): Each of the messages for the day is packaged into text-format attachments which can be individually opened.
  3) **HTML:** Each of the messages for the day is packaged into HTML-format attachments, and an HTML message with links to the attachments is provided.