

## FOR ADMINISTRATORS OF PRIVATE LISTSERVS

**The address of the administration page for each listserv is:**

http://lists.mcn.org/mailman/admin/[listserv name]

i.e. If your listserv's name is coastwalks, then the url for its administration page is:

http://lists.mcn.org/mailman/admin/coastwalks

Log into that page with your password.

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**To get a membership list of all your subscribers:**

Send an email (from the address with which you are subscribed to your listserv) to: *listname*-request@lists.mcn.org

The email will look like this:

**To:** *listname*-request@lists.mcn.org

**Subject:** listserv membership list

**In the body** of the email type

*who password of list*

So, if my listserv name was coastwalks and my password was ambulate77, then the email would look like:

**To:** coastwalks-request@lists.mcn.org

**Subject:** coastwalks membership list

**Body of email:** who ambulate77

**You'll receive the list of all those subscribed to your listserv with &quot;from&quot;; *listname*-bounces@lists.mcn.org**

To insure that email doesn't get caught up in your Proofpoint quarantine it's a good idea to put that address on your Safe Senders List ( [see instructions for adding to your Safe Senders List by clicking on this link](#))

## Listserv Administrators Page

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i.e. If coastwalks was the name of your listserv then add to the Safe Senders List the following email address: coastwalks-bounces@lists.mcn.org