Add Members

1. Log in to the Mailman Listserv admin site.
2. Select Membership Management.
3. Select Mass Subscription.

4. Choose if you want to subscribe members right away or invite them to the email list.
5. Choose if you want to send a welcome message to new subscribers.
6. Choose if you want administrators to receive email notifications of the new subscriptions.

*Note: If you select Yes and add 200 new subscribers, you will receive 200 emails.

7. Enter one email address per line in the text box.
8. For several email addresses, you can upload a document by clicking the browse button below the textbox.

9. Navigate to the list of member and select **Open**.
10. Click **Submit Your Changes** at the bottom of the page.

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### Remove Members

1. Select **Membership Management**.
2. Select **Mass Removal**.
   
   - **Language options**
   - **Membership Management**...
     - Membership List
     - Mass Subscription
     - **[Mass Removal]**
   - **Non-digest options**
   - **Digest options**

3. Enter one email address per line or upload a document by selecting the **Browse** button.
4. For several email addresses, you can upload a document by clicking the browse button below the textbox.

5. Navigate to the list of members and select **Open**.
6. Click **Submit Your Changes** at the bottom of the page.

**Or**

1. Select **Membership Management**.
2. Select **Membership List**.

   - [Language options](#)
   - [Membership Management...](#)
     - [Membership List](#)
     - Mass Subscription
     - Mass Removal
   - [Non-digest options](#)

3. On the left-hand side of each member’s name is an “unsub” checkbox. Select this checkbox for each person you would like to unsubscribe.

4. Select **Submit Your Changes** at the bottom of the page.