

Create a Huck Listserv

1. Go to <http://lists.psu.edu>
2. Under “Administration”, click the link “Request a new mailing list.”
3. Complete the application form (NOTE: It is important that you answer all the questions carefully. If you do not understand a question or are unsure which option to select, please contact the IT Helpdesk before submitting the form). Some specific things to keep in mind when completing the request form:
 - All Huck Institutes listservs should use the prefix “L-HUCK-” (i.e. the letter L, followed by a hyphen, the letters HUCK, and followed by another hyphen). This is important to ensure that IT will be able to help troubleshoot your list in the event you need assistance.
 - i. Examples of appropriate Huck listserv names are:
 1. L-HUCK-RESEARCH ← All caps for one-word names
 2. L-HUCK-CoreFacility ← Capitalize first letter of each word for names more than one word
 - List owners will have full control of the list (can modify setup and subscriptions).
 - Determine how you would like people to be subscribed to the list. You can restrict the list to only allow the owner to add subscribers or configure it such that interested individuals can subscribe themselves by sending a subscription request to the listserv.
 - Consider who should be able to send messages to this list. This will depend on the purpose of the list.
 - Determine how replies to list messages will be handled. This is a critically important field. Unless you intend this list to be a discussion forum, the best option is typically to have replies sent to the Sender.
 - There is an FAQ at the bottom of the form titled, “Answers to some questions.”

4. After submitting a list request form, you will receive an email confirming the creation of your listserv. This email will typically be received within 1 to 2 days. The confirmation email will also provide information about managing the listserv.