

# How to Change Subscription Type

## Step 1: Log into the listserv page

Go to the parent listserv site. You can access it by two different ways.

1. by going to the parents webpage ([www.cofc.edu/parents](http://www.cofc.edu/parents)) and clicking on the parent listserv link under the parent listserv heading
2. by going to <http://listserv.cofc.edu/cgi-bin/wa.exe?SUBED1=cofcparent&A=1>

On the page you should see the words **Log In** in the top right corner.

Click on the **Log In** link



**COFCPARENT**

This screen allows you to join or leave the COFCPARENT list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an email message with a confirmation code will be sent to the address you specify. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can update your subscription interactively without email confirmation by [logging in with your LISTSERV password \(if you have one\)](#)

**Name:**

**Email Address:**

**Subscription Type**

<input checked="" type="radio"/> Regular	[NODIGEST]
<input type="radio"/> Digest (traditional)	[NOMIME DIGEST]
<input type="radio"/> Digest (MIME format)	[NOHTML MIME DIGEST]
<input type="radio"/> Digest (HTML format)	[HTML DIGEST]
<input type="radio"/> Index (traditional)	[NOHTML INDEX]
<input type="radio"/> Index (HTML format)	[HTML INDEX]

You can enter the email address you signed up to the listserv with and the password.

*Note: if you don't have a password, you can change it very easily by clicking on the change password button and following the instructions*



## Login Required

**Login Required**

Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this dialog, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

**Email Address:**

**Password:**

## Step 2: Change the settings

### Option A: Receive emails but in a different format than you currently receive them.

After you log in, you will see a screen with a listserv archives screen.

1. Click on the **Subscriber's Corner** in the top left corner of the page.



**LISTSERV.COFC.EDU**

**Options:** [Log Out](#) | [Change Password](#)  
[Search Archives](#)

**Resources:** [About LISTSERV](#)  
[LISTSERV Documentation](#)  
[Catalist Email List Search](#)

List Name	List Title
<a href="#">CLASSIFIEDADS</a>	ClassifiedAds (750 Subscribers)
<a href="#">EVENTS</a>	Events at CofC (1472 Subscribers)
<a href="#">JobPostings</a>	CofC Job Postings (2370 Subscribers)
<a href="#">MACOSX</a>	MacOSX (22 Subscribers)
<a href="#">SPORTS</a>	Sports Events at CofC (1164 Subscribers)

2. Next, you will see a list of all the College of Charleston listservs you are subscribed to.
3. Go to the CofC Parent and click on **Settings**.

[My Lists](#) [My Settings](#)

**Subscribed to 11 Lists as auwaerters@cofc.edu** Submit

List Names ▲	List Descriptions
<input type="checkbox"/> <a href="#">CLASSIFIEDADS [Settings] [Post]</a> ClassifiedAds	ClassifiedAds is for messages buying or selling items or services within the College of Charleston community and the surrounding Charleston area. It is open to all Faculty, Staff and students.  You must be subscribed to this list in order to view the archives or post messages.
<input type="checkbox"/> <a href="#">COFCPARENT [Settings] [Post]</a>	You should insert a short (4-5 line) description of your list here
<input type="checkbox"/> <a href="#">ENVIRONMENTALISSUES [Settings] [Post]</a>	You should insert a short (4-5 line) description of your list here
<input type="checkbox"/> <a href="#">FACULTYANDSTAFF [Settings] [Post]</a>	Announcements concerning the Faculty and Staff of the College of Charleston. The list is not open to students or outsiders (any that are found on the list will be removed immediately.)  This list should not be used for discussions or opinions (use OpenDiscussion), announcements of events on or off campus (use Events), buying / selling / giving away of items (use ClassifiedAds).  You must be subscribed to this list to view the archives or post messages.

4. You can now see the various settings. Change it to the setting you would like (descriptions of the setting are below the picture) and click on **Update Options**.

<b>Subscription Type</b>	<input checked="" type="radio"/> Regular	[NODIGEST]
	<input type="radio"/> Digest (traditional)	[NOMIME DIGEST]
	<input type="radio"/> Digest (MIME format)	[NOHTML MIME DIGEST]
	<input type="radio"/> Digest (HTML format)	[HTML DIGEST]
	<input type="radio"/> Index (traditional)	[NOHTML INDEX]
	<input type="radio"/> Index (HTML format)	[HTML INDEX]
<b>Mail Header Style</b>	<input checked="" type="radio"/> Normal LISTSERV-style header	[FULLHDR]
	<input type="radio"/> LISTSERV-style, with list name in subject	[SUBJECTHDR]
	<input type="radio"/> "Dual" (second header in mail body)	[DUALHDR]
	<input type="radio"/> sendmail-style	[IETFHDR]
	<input type="radio"/> Normal LISTSERV-style (RFC 822 Compliant)	[FULL822]
<b>Acknowledgements</b>	<input type="radio"/> No acknowledgements	[NOACK NOREPRO]
	<input checked="" type="radio"/> Short message confirming receipt	[ACK NOREPRO]
	<input type="radio"/> Receive copy of own postings	[NOACK REPRO]
<b>Miscellaneous</b>	<input type="checkbox"/> Mail delivery disabled temporarily	[NOMAIL]
	<input type="checkbox"/> Address concealed from REVIEW listing	[CONCEAL]

Update Options    Leave COFCPARENT    Back to COFCPARENT Home Page

• **Digest (Traditional), Digest (MIME format), and Digest (HTML format)** – With a "digest" subscription, you receive larger messages (called "digests") at regular intervals, usually once per day or once per week. These "digests" are collections of individual list postings. Some lists are so active that they produce several digests per day.

Digests are a good compromise between reading everything as it is posted and feeling like the list is clogging your mailbox with a multitude of individual postings. There are three digest formats: a "traditional", text-only format; a MIME format, which (with mail clients that understand MIME digests) "bursts" the individual messages out of the digest so that you can read them separately; and an HTML format, which requires an HTML mail clients.

• **Index (Traditional) or Index (HTML format)** – With an "index" subscription, you receive short "index" messages at regular intervals, usually once per day or once per week. These "indexes" show you what is being discussed on the list, without including the text of the individual postings. For each posting, the date, the author's name and address, the subject of the message, and the number of lines is listed. You can then download messages of interest from the server (the index contains instructions on how to do that).

An index subscription is ideal if you have a slow connection and only read a few hand-picked messages. The indexes are very short and you do not have to worry about long download times. The drawback of course is that you need to reconnect to retrieve messages of interest from the server.

**Option B: Do not receive emails but have access to the archives to view posted messages**

1. Follow steps 1-3 of Option A
2. You can now see the various settings.
3. Under Miscellaneous, check the box **Mail delivery disabled temporarily**.
4. Click **Update Options**

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<b>Acknowledgements</b>	<input type="radio"/> No acknowledgements [NOACK NOREPRO]
	<input checked="" type="radio"/> Short message confirming receipt [ACK NOREPRO]
	<input type="radio"/> Receive copy of own postings [NOACK REPRO]
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	<input type="checkbox"/> Address concealed from REVIEW listing [CONCEAL]

**Questions:**

If you have any questions, please feel free to email [parents@cofc.edu](mailto:parents@cofc.edu).