

How to View the Archive

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) 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

A screenshot of the "Join or Leave the COFCPARENT List" form. The form has a light blue background and contains the following elements:

- A red heading: "Join or Leave the COFCPARENT List"
- A "COFCPARENT Home" link on the right.
- A paragraph explaining the subscription process: "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."
- An alternative option: "Alternatively, you can update your subscription interactively without email confirmation by logging in with your LISTSERV password (if you have one)"
- Input fields for "Name:" and "Email Address:".
- A "Subscription Type" section with radio buttons for:
 - Regular [NODIGEST]
 - Digest (traditional) [NOMIME DIGEST]
 - Digest (MIME format) [NOHTML MIME DIGEST]
 - Digest (HTML format) [HTML DIGEST]
 - Index (traditional) [NOHTML INDEX]
 - 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

A screenshot of a "Login Required" dialog box. The dialog has a blue header with the text "Login Required". Below the header, there is a paragraph of text: "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." Below the text are two input fields: "Email Address:" and "Password:". At the bottom of the dialog are two buttons: "Log In" and "Change Password".

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 Archives

LISTSERV.COFC.EDU

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

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

List Name	List Title
CLASSIFIEDADS	ClassifiedAds (750 Subscribers)
EVENTS	Events at CofC (1472 Subscribers)
JobPostings	CofC Job Postings (2370 Subscribers)
MACOSX	MacOSX (22 Subscribers)
SPORTS	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 **CofC Parent**

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

Subscribed to 11 Lists as auwaerters@cofc.edu

List Names ▲	List Descriptions
<input type="checkbox"/> CLASSIFIEDADS [Settings] [Post] 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.
<input type="checkbox"/> COFCPARENT [Settings] [Post]	You must be subscribed to this list in order to view the archives or post messages.
<input type="checkbox"/> ENVIRONMENTALISSUES [Settings] [Post]	You should insert a short (4-5 line) description of your list here
<input type="checkbox"/> FACULTYANDSTAFF [Settings] [Post]	You should insert a short (4-5 line) description of your list here
	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 archives. Click on the month to see the list of postings.



COFCPARENT List

COFCPARENT@LISTSERV.COFC.EDU

COFCPARENT

You should insert a short (4-5 line) description of your list here

- Options:** [Log Out](#) | [Change Password](#)
 [Join or Leave COFCPARENT](#)
 [Post New Message](#)
 [Search Archives](#)

COFCPARENT Archives

- [September '08](#)
- [August '08](#)
- [July '08](#)
- [June '08](#)
- [May '08](#)
- [April '08](#)
- [March '08](#)
- [February '08](#)

5. You can sort the postings by subject, name, and date by clicking on the header. You can also use the search feature under options.



COFCPARENT Archives

September 2008

- Options:** [Show Author](#) | [Hide Author](#)
 [Show Table of Contents](#) | [Hide Table of Contents](#)
 [Join or Leave COFCPARENT](#)
 [Post New Message](#)
 [Search Archives](#)

Subject ▼	From	Date	Size	Delete
"Normal Concerns"	Kate Taillon <k.taillon@HOTMAIL.COM>	Mon, 1 Sep 2008 12:04:27 - 0400	75 lines	
<No subject>	Barbara G <barbaraandco@YAHOO.COM>	Fri, 5 Sep 2008 18:52:07 - 0700	519 lines	
<No subject>	Charles Carmody <charles.carmody@CBRE.COM>	Tue, 23 Sep 2008 12:10:41 - 0400	90 lines	
a couple of things	Maria Orlando <sauceonsunday@EARTHLINK.NET>	Mon, 22 Sep 2008 17:38:19 - 0400	40 lines	
Re: a couple of thinos	Melissa Jenkins	Mon, 22 Sep 2008 16:43:50 -	128 lines	

Questions:

If you have any questions, please feel free to email parents@cofc.edu.

