

# How to View the Archive

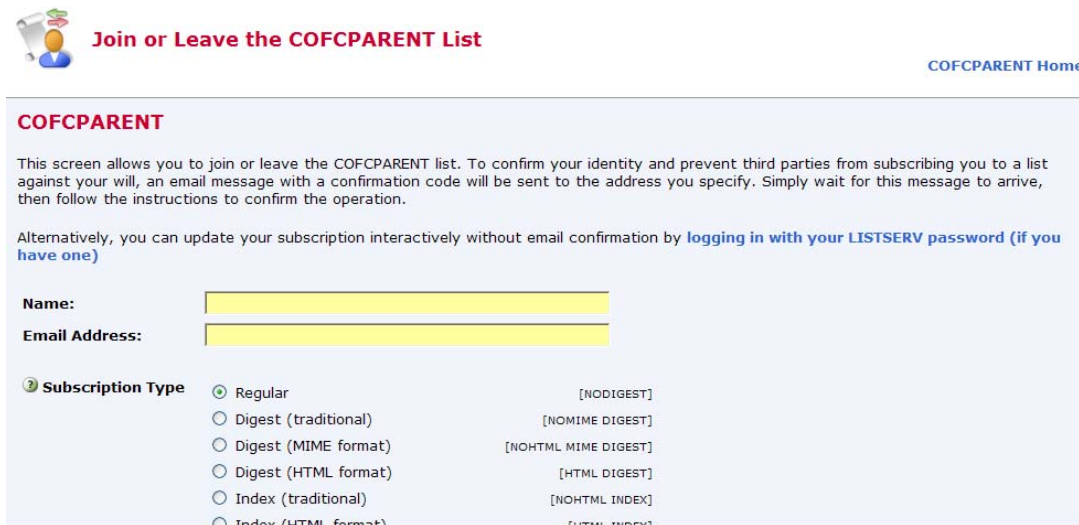
## Step 1: Log into the listserv page

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](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

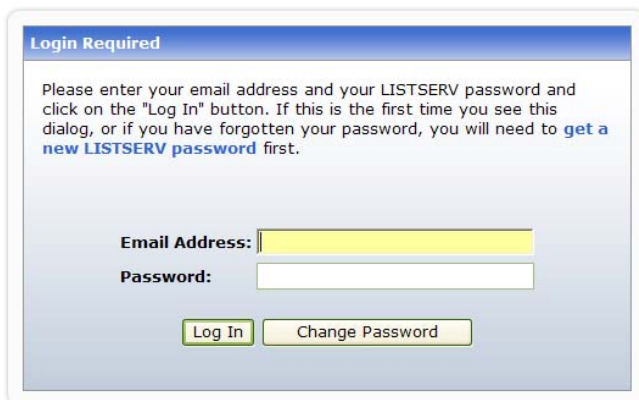


You can enter the email address you signed up to the listserv with and the password.

*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



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
<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 **CofC Parent**

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

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

List Names ▲	List Descriptions
<input type="checkbox"/> <a href="#">CLASSIFIEDADS</a> [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"/> <a href="#">COFCPARENT</a> [Settings] [Post]	You must be subscribed to this list in order to view the archives or post messages.
<input type="checkbox"/> <a href="#">ENVIRONMENTALISSUES</a> [Settings] [Post]	You should insert a short (4-5 line) description of your list here
<input type="checkbox"/> <a href="#">FACULTYANDSTAFF</a> [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](mailto:parents@cofc.edu).

