Setting up the IEEE ListServ

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The IEEE ListServ allows the owner to maintain an active e-mail list for conference communications. It is based on LISTSERV 16.0, a commercial package used by IEEE. One must request a maillist at [www.listserv.ieee.org](http://www.listserv.ieee.org) . This must be approved by IEEE and can take 3 to 5 business days for them to set up for you. You cannot log in to listserv.ieee.org without it. Listserv is meant for past attendees or marketing to past customers. It can be named, e.g., SOFEXXXX-LS. Also, it’s good to create a Google Group e-mail alias for you conference, SOFEXXXX@ieee.org. One can then set the ListServ list owner to the Google Group Alias. By setting up one of your e-mail accounts to use the Google Group alias as a return address, you will be able to post to the LISTSERV with that Group name. If any problems, e-mail or correspond directly with [postmaster@ieee.org](mailto:postmaster@ieee.org). The Google Group acct name and the Listserv name cannot be identical. It confuses them, even though the full addresses are in fact different. One can also use IEEE eNotices to communicate with IEEE members only (keep in mind, it won’t reach non-members). Please see [GoogleApps@ieee.org](mailto:GoogleApps@ieee.org) for info on setting up your personal Google e-mail alias and also requesting one for your conference that will forward to your personal e-mail address. Posting with ListServ must follow GDPR rules and you must provide a welcome message to anyone you are subscribing to the list. IEEE provides an unsubscribe feature, that allow subscribers to get their names deleted from the list. ListServ allows the owners to manage the list by uploading a text file created from a spreadsheet. The owner is responsible for populating and maintaining the list. The ListServ provides useful information about the list by maintaining a history file and an error file. These can identify who has opted out and which e-mails have bounced or are no longer valid. All attendees lists must be protected on your work computer as PII. The ListServ can be operated directly via the web page or remotely by sending it commands in the body of an e-mail. Any e-mails sent to [SOFEXXXX-LS@listserv.ieee.org](mailto:SOFEXXXX-LS@listserv.ieee.org) will be forwarded to everyone on the entire list. So, you should post from an alias like [SOFEXXXX@ieee.org](mailto:SOFEXXXX@ieee.org) rather than compromise your personal address. The list can be edited and used as often as you like, but spamming subscribers is highly discouraged.