RTV Listserv Instructions

In accordance with UCF guidelines, the Radio/Television division is revising its Listserv instructions. Students are encouraged to use their Knights Email accounts to subscribe to the List. Please follow the instructions below, beginning with the directions for UNsubscribeing from the list, then subscribing with your Knights Email Account. If you have not previously subscribed to the RTV list, you may skip the “Remove yourself” section and subscribe directly.

To Remove your OLD email address from the listserv:

1. Compose an email from the email account that is currently subscribed to the list
2. In the To: line, type listserv@listserv.cc.ucf.edu
3. Leave the subject line blank
4. In the body of the email, type Signoff rtvmaiors
   a. Example: Signoff rtvmaiors
   b. NOTE: make sure to delete everything else from the body of the email.

To Subscribe to the RTV Listserv through Knights Email:

1. Compose an email from your Knights Email address. Keep in mind, if your email address fills up, you may miss official emails from RTV.
2. In the TO: line of the email, type in listserv@listserv.cc.ucf.edu
3. Leave the subject line blank
4. In the body of the email, type “Subscribe rtvmaiors Firstname Lastname”
   (without the quotes)
   a. Example: Subscribe rtvmaiors Tim Brown
5. Emails will then be sent to that email address.
6. Remember that this list is for announcements from RTV and the Nicholson School of Communication. It is only one way; therefore, you will not be able to reply to any messages that come from the email list.