

Subscribe to the PCard Listserv

Email Subscription Instructions | UAF PCard Training

Purpose: Use this procedure to request that a University email address be added to the PCard LISTSERV distribution list.

Recipient	listserv@listserv.uark.edu
Subject	Leave blank
Email body	subscribe pcardlist FirstName LastName
Send from	The University email address that should be subscribed
Result	A subscription request is sent for administrator approval.

Before you begin

Open a new email message from the UARK account that should receive PCard LISTSERV messages. If sending on behalf of someone else, that person should send the request from their own account.

Exact formatting matters: Replace FirstName LastName with the subscriber's name. Do not add quotation marks, punctuation, a subject, or any other body text.

Send the Subscription Request

- 1 Address the email to listserv@listserv.uark.edu.
- 2 Confirm the message is being sent from the University email address that should be added.
- 3 Leave the Subject line blank.
- 4 In the message body, enter only subscribe pcardlist FirstName LastName.
- 5 Remove signatures, addresses, images, links, disclaimers, and all other text. Then select Send.

The following recipient is outside your organization: listserv@listserv.uark.edu ✕

We've found some ways to make your message more accessible. [Review accessibility issues](#)

Send

From: yourname@uark.edu

To: University of Arkansas LISTSERV Server (17.5) <listserv@listserv.uark.edu>

Cc:

Bcc:

Subject:

subscribe pcardlist FirstName LastName

In the body of the email, type "subscribe pcardlist FirstName LastName. Remove any other text from the body of the email. e.g., signature lines, addresses, links, etc., and send. An email will be sent to the PCard Listserv Administrator to approve the addition

Expected result: The LISTSERV system sends a request to the PCard Listserv Administrator for approval. The address is not added until that request is approved.

Troubleshooting: If the request is rejected or no confirmation arrives, verify the recipient address, blank subject line, exact subscribe command, and absence of signature or extra content before trying again.