Accessing ESALL-L Archives

You may wonder if you are receiving all of the email messages sent to Extension’s ESALL-L electronic mailing list. Or, you may have deleted a message and now wish you could access it.

Since the messages are archived, you can look at all past messages sent to the list. However, first you will need to create an account to access those Listserv® archives.

Follow the steps below to get started.

1. Launch your browser (Chrome, Firefox, Internet Explorer) and go to:
   
   http://listserv.wvu.edu

2. You should see something like the screen capture below. If you don’t, please click on the Listserv Home tab.
3. In the Access Unlisted Archives box to the right of the screen, type **esall-l** as shown below.

![Access Unlisted Archives](image)

4. Click on [Search].

5. Since this list is closed to non-subscribers, you’ll see a message that reads “Login Required.” Click on this link.

![Login Required](image)

6. If you have an account at the Listserv® site, go ahead and enter your email address and password. Otherwise, you’ll need to create an account by clicking on **get a new LISTSERV password** first.

![Login Required](image)
7. Then, you will need to type in your email address (First.Last@mail.wvu.edu or FMLast@mail.wvu.edu – your preferred email address) and the same password twice.

8. Click on [Register Password].

Note: If you aren’t sure what your preferred email address is, please follow the instructions in a past issue of OT (http://technology.ext.wvu.edu/r/download/206386).

Once you have been successful logging in, you should be able to see the ESALL-L archived email messages. All messages and each month’s archived messages are

The current messages section is at the top. By default, three messages will be displayed here.

The archived messages, listed by month, are displayed in the section below.
9. To exit, close the browser tab.

Optional Setting Changes

If you do not like the way the archives are displayed, you can make changes.

1. Click on Preferences to the right of the archived messages listing.
2. Then, click on the Archive Preferences tab.

Experiment and make changes based on how you would like the archived messages displayed.

3. Click on the [Update] button when you are finished making changes to the settings.

4. Click on the browser’s “Back” button to return to the archived messages.

If the message listing does not reflect the changes you made to the settings, refresh the page or make additional changes to the preferences.

If you have any questions about working with Listserv®, please direct those to the ITS Help Desk via email or phone (ITSHelp@mail.wvu.edu, 877-327-9260 or 304-293-4444).