

# EXCHANGE LISTSERVE

## USER GUIDE



### HOW DO I SUBSCRIBE?

Send an email to:

**ListServ@listserv.cayuga-cc.edu**

In the body of the email type:

**"Subscribe CayugaNFP [your full name]"**

The subject of the email message is not needed.

You will need to confirm your subscription. Upon confirmation, you will receive an email with important links. Save this email for future reference.



### HOW DO I SEND AND RECEIVE MESSAGES?

To send a message, use this address in the recipient field ("To"):

**CayugaNFP@listserv.cayuga-cc.edu.**

Messages sent to the Listserv will arrive in your inbox. Be sure to include a relevant subject line. You will receive confirmation of your post.



### HOW DO I MANAGE MY MEMBERSHIP SETTINGS?

You can access your personal settings by going to **Listserv.cayuga-cc.edu** and creating a password for your account. Use the "Subscriptions" page to update your switch to a daily digest, enable the message archive or pause your subscription.



### CAN I CONTROL THE MESSAGES SO I DON'T CLUTTER MY INBOX?

The EXCHANGE Listserv has the potential to get really busy with multiple emails being sent daily. If you want to reduce the number of emails in your inbox, you can choose to receive a daily digest. Visit **Listserv.cayuga-cc.edu** and log into your account.

Click the "Subscriptions" link in the left hand menu and under "Regular," select "Digest." Selecting "No Mail" under the "Mail" menu will temporarily disable mail delivery from the Listserv and is especially useful when you're out of the office for an extended period of time or wish to take a break from the group.



### CAN I VIEW A MESSAGE ARCHIVE?

Yes, a message archive enables you to see what messages have been sent, by whom, the topic and the date. Log in to your account at **Listserv.cayuga-cc.edu** and select "LISTSERV Archives" in the left hand menu and select "CAYUGA NFP."



### HOW DO I UNSUBSCRIBE?

To unsubscribe, please send an email to **"ListServ@listserv.cayuga-cc.edu"** with body consisting of:  
**Unsubscribe CayugaNFP [name you subscribed with]**

### GENERAL RULES OF ETIQUETTE

- Reply to "All" if you have information to share that will benefit everyone on the list. If you are replying to a post, please stick to the topic.
- Reply only to the sender if you have a comment that is more appropriately directed to that individual.
- Include a descriptive subject line that is clear and meaningful.
- Sign your post, including your contact information, so that people can respond to you directly if it's better than responding to the entire list.
- If you're going to be out of the office for an extended period of time, temporarily disable mail delivery from the Listserv by following the directions on the left.

### Questions? Comments?

Email:

[admin@human-services.org](mailto:admin@human-services.org)

