



## LISTSERVE USE INSTRUCTIONS

### USER TIPS

Please keep the the following in mind when using our lists in order to maximize their usefulness to the group and reduce the amount of SPAM (unwanted mail).

- As a visual reminder, all messages sent via the listserves display the name of the list in their subject line within a set of brackets.  
Example: [Listname\_Listname]Subject Text Here
- **When you click the "reply" button on your e.mail application in response to a listserve message, the entire list will receive your message.**  
If the original message required you to reply to the list or if your comments could benefit the list membership as a whole, then this is the best option.
- **To reply to the originator of the message, note the e.mail address of the sender in the "From" field of the message header and compose a new message to that specific user with your comments.** This is the best option for personal messages such as "Thank You's, Got It's," etc..

### SENDING MESSAGES AND ADDING ATTACHMENTS

#### USING YOUR CURRENT E.MAIL APPLICATION (EASIEST APPROACH)

The simplest way to send messages and attachments to a list is to use your current e.mail application (Outlook, Netscape, Thunderbird, etc.).

- A welcome message will be sent to you after your subscription request has been approved by a PNAIS staff member.
- Copy the lists' address to which you want to send your message from the "Reply-To" field of your welcome message or any e.mail you have already received from the list.
- Paste the address into the "To" field of your new message. You may wish to make a note of this address if your e.mail application does not automatically store it for you.
- Compose a subject line, body and send the message as you normally would. Attachments may also be added (2 MB limit) via your standard procedure.

OR

#### USING THE WEB INTERFACE

You may also send messages to a list (discussion forum) online.

- Go to the School Resources page of the PNAIS website and click on the link for Administrator/Staff or Teacher and School Representative Listserves. You may wish to bookmark these pages for easier access in the future.
- Click on the name of the list (discussion forum) you wish to enter.
- Enter your e.mail address in the appropriate login field (Password required; PNAIS does not have access to user passwords). Click "OK."
- Click on the "Create New Message" button found in the upper right corner.

## **USING THE WEB INTERFACE (CONTINUED)**

- Compose a subject line and message. Include any attachments (2 MB size limit) by clicking on the “Attach File” button found on the lower left of the screen and browsing to the appropriate location on your local hard drive. A list of the attached documents will be displayed on the lower left of your screen.
- Once you have completed your message and added any attachments, click “OK.” Your message will be sent to the list.
- To logout, simply click the link in the upper right corner or close your browser.

Note: additional information can be found on the process outlined above by clicking on the “Help” button found in the lower left of the menu of any list (discussion forum).

## **USING THE MESSAGE ARCHIVES VIA THE WEB INTERFACE**

You may search the message archives of a given list by visiting the PNAIS website.

### **ACCESSING THE MESSAGE ARCHIVES**

- Go to the School Resources page of the PNAIS website and click on the link for Administrator/Staff or Teacher and School Representative Listserves. You may wish to bookmark these pages for easier access in the future.
- Click on the name of the archive you wish to enter.
- Enter your e.mail address in the appropriate login field (Password required; PNAIS does not have access to user passwords). Click “OK.”
- The most recent messages sent to the list are displayed.
- You may sort the lists as you choose by clicking on any of the “Date, Subject, Replies” or “Author” links found within the grey bar near the top of the page.
- Click on the blue, message “subject” link found to the right of the date to read the message and any subsequent responses.
- To logout, simply click the link in the upper right corner or close your browser.

### **SEARCHING THE MESSAGE ARCHIVES**

- Follow the procedure above for logging in to a lists’ archive.
- Click on the “Search” button found on the left menu.
- Enter any key words in to the “Search for” field. An “Advanced Search” option is also available, which refines the parameters of the search.
- Click the “Search” button found on the lower right. The results of your search will be displayed.
- To logout, simply click the link in the upper right corner or close your browser.

Note: additional information can be found on the process outlined above by clicking on the “Help” button found in the lower left of the menu of any list (discussion forum).

## **EDITING YOUR ACCOUNT VIA THE WEB INTERFACE**

You may edit your password, name and e.mail address for the list you are a member of by logging in to the list's web interface.

- Go to the School Resources page of the PNAIS website and click on the link for Administrator/Staff or Teacher and School Representative Listserves. You may wish to bookmark these pages for easier access in the future.
- Click on the name of the list (discussion forum) you wish to enter.
- Enter your e.mail address in the login field. Click "OK." Enter your existing password. Click "OK."
- Click on the "My Account" button located on the left menu.
- Your e.mail address and full name will be displayed under the grey "Essentials" tab. Enter any desired changes
- Your password settings may be altered under the grey "Advanced" tab. Enter your desired password.
- If you are a member of a single list, click the "Save Changes" button found on the lower right to implement your changes.
- If you are a member of multiple lists, select the "Change other forums..." from the "Apply Changes" dropdown menu. Click the "Save Changes" button.
- To logout, simply click the link in the upper right corner or close your browser.

Note: additional information can be found on the process outlined above by clicking on the "Help" button found in the lower left of the menu of any list (discussion forum).

## **UNSUBSCRIBING FROM A LIST**

There are three ways to unsubscribe from a list.

### **USE THE UNSUBSCRIBE E.MAIL ADDRESS (HTML MESSAGES ONLY)**

- Send a blank e.mail to the address provided on the footer of any HTML formatted message you have received from the list you no longer wish to be a part of.

**OR**

### **USING THE WEB INTERFACE TO UNSUBSCRIBE**

- Go to the School Resources page of the PNAIS website and click on the link for Administrator/Staff or Teacher and School Representative Listserves. You may wish to bookmark these pages for easier access in the future.
- Click on the name of the list (discussion forum) you wish to enter.
- Enter your e.mail address in the appropriate login field (Password required; PNAIS does not have access to user passwords). Click "OK."
- Click on the "My Forums" button located on the left menu. The names of each of your lists will be displayed.
- Click on the "Unsubscribe" link located to the far right of each "Forum Description." You may also click the "Unsubscribe All" button found in the upper right to be completely removed from all of your lists.
- To logout, simply click the link in the upper right corner or close your browser.

**OR**

**USING THE WEB INTERFACE TO UNSUBSCRIBE (CONTINUED)**

**CONTACT US**