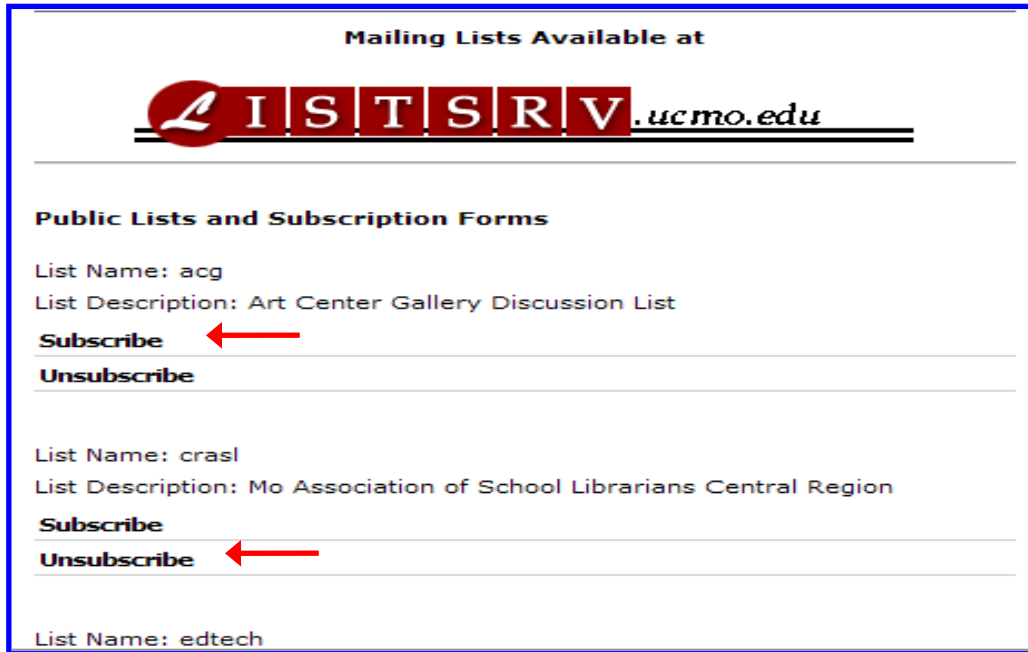



ListSrv Subscription

To have users Subscribe/Unsubscribe

1. Log into <http://www.ucmo.edu/infoserv/webapps/listsrv/listsrv.php> to see the public lists.
2. Click **Subscribe/Unsubscribe** as appropriate.



Mailing Lists Available at



Public Lists and Subscription Forms

List Name: acg
List Description: Art Center Gallery Discussion List
Subscribe ←
Unsubscribe

List Name: crasl
List Description: Mo Association of School Librarians Central Region
Subscribe
Unsubscribe ←

List Name: edtech

3. Enter your **Email address** and **Your name** (if required).
4. Click **Subscribe/Unsubscribe**.



Mailing Lists Available at



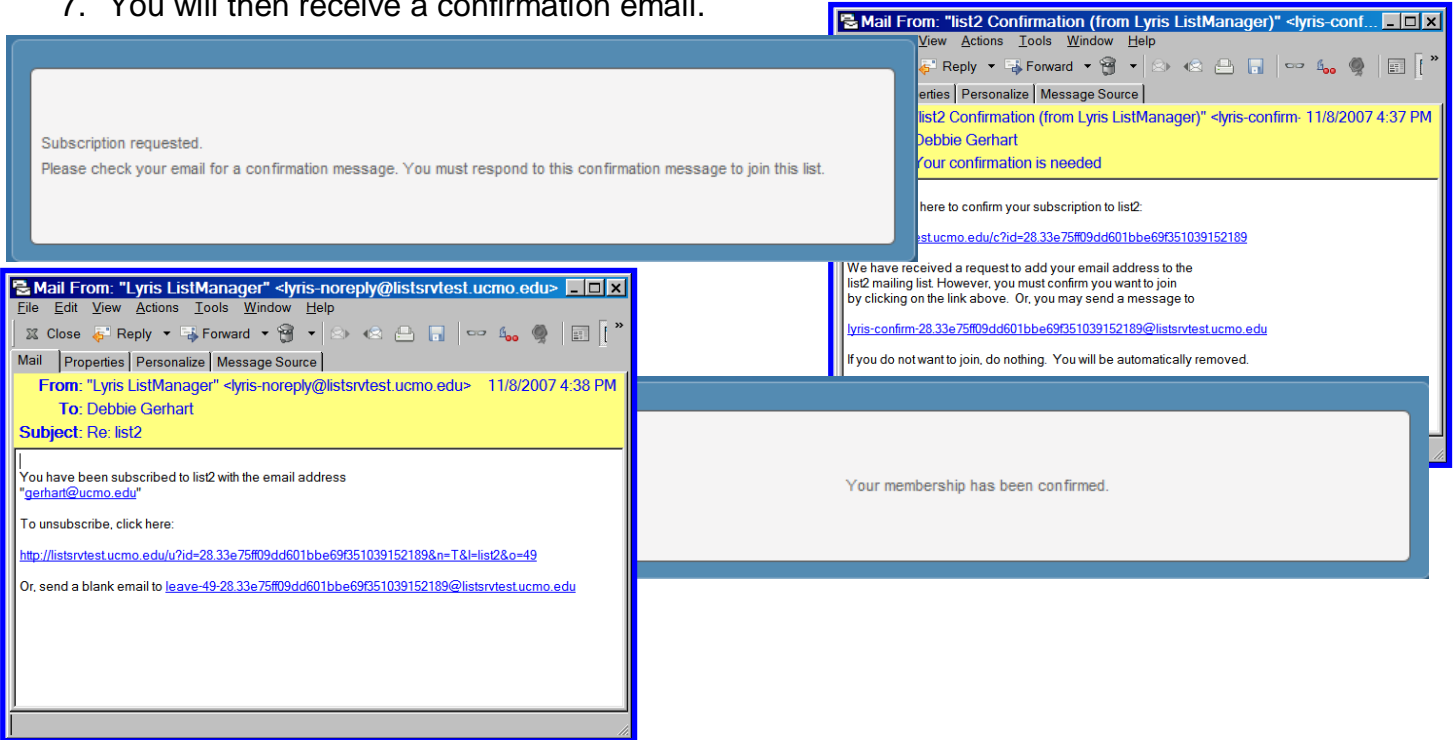
Public Lists and Subscription Forms

List Name: acg
List Description: Art Center Gallery Discussion List
Subscribe
Email address: **Subscribe** ←
(optional) Your name:

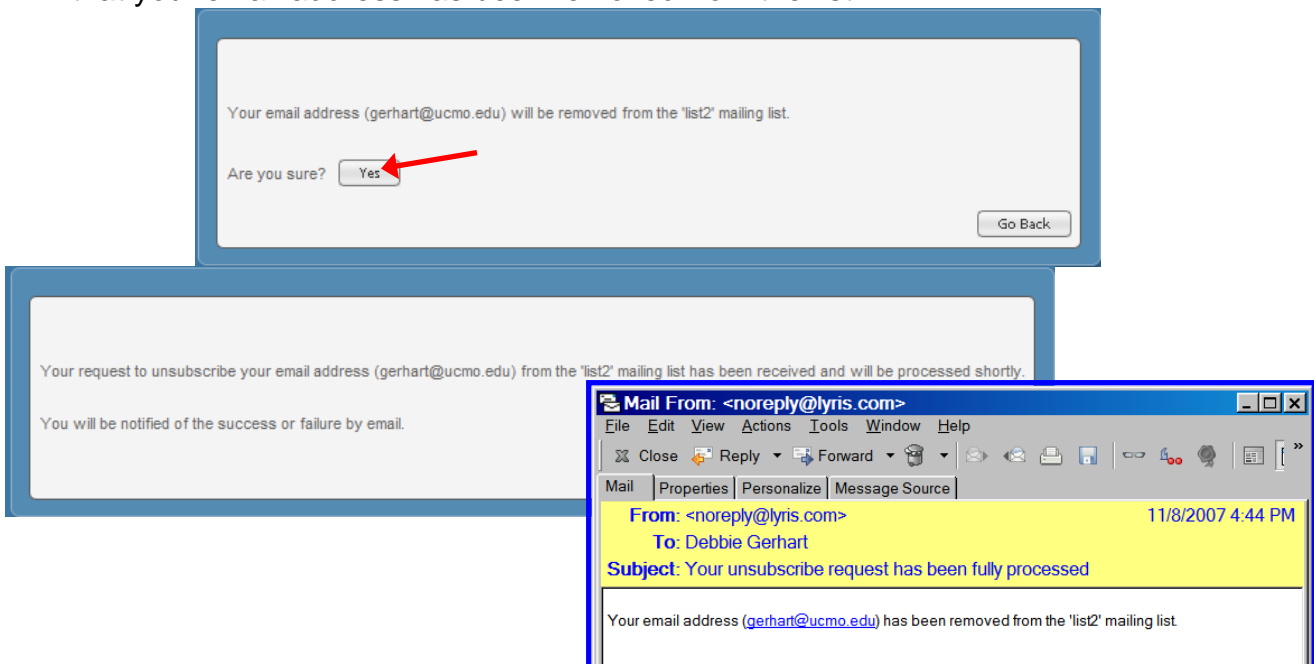
List Name: crasl
List Description: Mo Association of School Librarians Central Region
Subscribe
Unsubscribe
Email address: **Unsubscribe** ←

List Name: edtech
List Description: Educational Technology Program

5. If you **Subscribe** you will receive a message notifying you of a confirmation email.
6. You will need to follow the instructions within the email to confirm your subscription.
7. You will then receive a confirmation email.

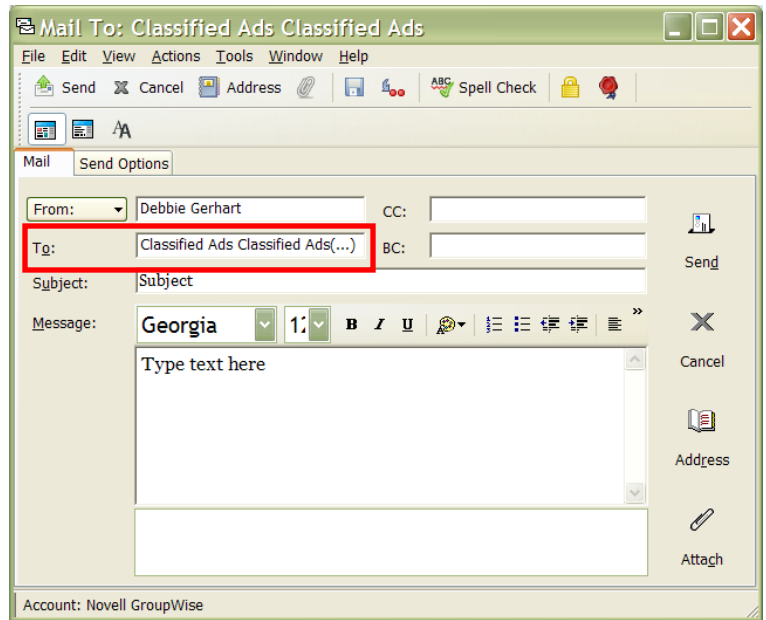


1. If you **Unsubscribe** you will receive a message asking if you are sure you want to remove the email address from the list.
2. Click **Yes**.
3. You will be notified that an email is being sent to your email address. The email will confirm that your email address has been removed from the list.



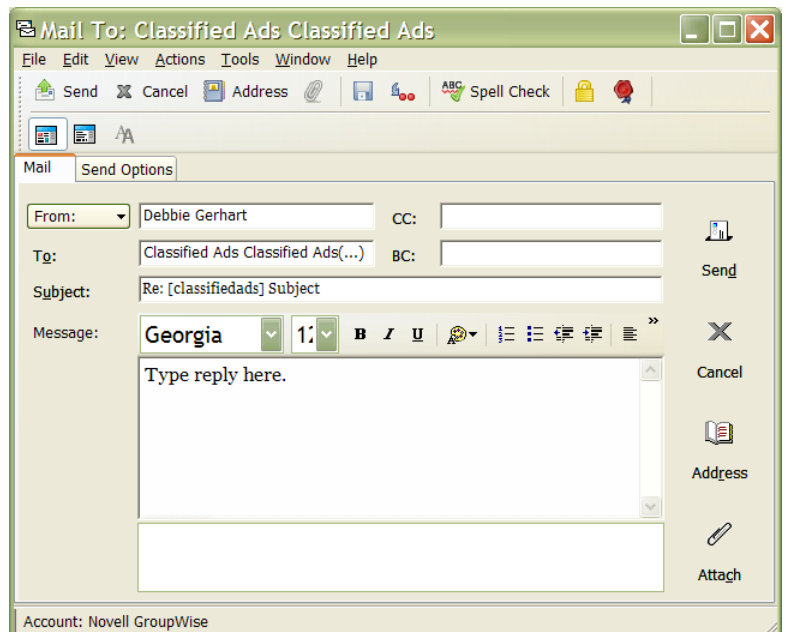
To send a message to the list

1. Open a new GroupWise message.
2. Type in or search for the listsrv name.
3. Type the subject and message.
4. Click **Send**.



To reply to the listsrv

1. Click reply from the original message.
2. Type message.
3. Click **Send**.



Error message when replying to the listsrv

1. Open GroupWise.
2. Click **Tools**.
3. Select **Options**.
4. Double-click **Environment**.
5. Click **Reply Format** (tab).
6. If **HTML Enhanced** is selected, uncheck **Message identifier**.
7. Click **OK**.

Please note: If this does not resolve the issue please contact the Information Services HELP Desk at 543-4357.

