



## SUBSCRIBING AND UNSUBSCRIBING TO LISTSERVES

### Steps to Subscribe

Send an email to [LISTSERV@ACCDVM.ALAMO.EDU](mailto:LISTSERV@ACCDVM.ALAMO.EDU). In the body of the message, type the words SUBSCRIB LISTSERVNAME YOUR NAME. (Note: Leave the Subject field blank and use UPPER CASE letters. Also delete any email signature lines prior to sending the message.)

In this example, John Smith is subscribing to the DISTALL Listserve.

The screenshot shows an email composition window. On the left is a 'Send' button. To its right are buttons for 'To...', 'Cc...', and 'Bcc...'. The 'To...' field contains the email address [LISTSERV@ACCDVM.ALAMO.EDU](mailto:LISTSERV@ACCDVM.ALAMO.EDU). Below these fields is a 'Subject:' label followed by an empty text box. The main body of the email contains the text 'SUBSCRIB DISTALL JOHN SMITH'.

### How do I know if I'm subscribed to a listserve?

The first time you subscribe to a listserve you will receive an email confirmation from L-Soft informing you that you have been added as a member. Also, if you are able to send/receive emails to/from the listserve, then you are subscribed to the listserve.

### To unsubscribe from a listserve:

Send an email from your subscribed email account To: [LISTSERV@ACCDVM.ALAMO.EDU](mailto:LISTSERV@ACCDVM.ALAMO.EDU) with the words SIGNOFF LISTSERVNAME in the body of the note. Example: SIGNOFF DISTALL

### NEW LISTSERVE NAMES IN EFFECT

After you are subscribed, you can send messages to listserves. To send an email message to a listserve, type the **name of the listserve followed by @ACCDVM.ALAMO.EDU**. (For instance, to send an email to the DISTALL listserve, you would email [DISTALL@ACCDVM.ALAMO.EDU](mailto:DISTALL@ACCDVM.ALAMO.EDU))

If you need technical assistance, please contact Support Central at (210) 485-0555 and select Option 4.