

## INSTRUCTIONS FOR USING THE NCSA LISTSERV

To send a message to all the people currently subscribed to the list, just send mail to [NCSA-1@lists.uakron.edu](mailto:NCSA-1@lists.uakron.edu). This is called "sending mail to the list," because you send mail to a single address ([NCSA-1@lists.uakron.edu](mailto:NCSA-1@lists.uakron.edu)) called the "list address."

The listserv is currently set so that a reply will **only** be sent to the sender of the message. If you want to reply to the entire list, select "reply to all" or use the listserv address.

**NEVER** send any command to [NCSA-1@lists.uakron.edu](mailto:NCSA-1@lists.uakron.edu), as it will be distributed to all the people who have subscribed. All commands must be sent to the [listserv@lists.uakron.edu](mailto:listserv@lists.uakron.edu). NOTE: you can expect a lot of people to get upset if you consistently send commands to the list address.

**You may leave the list at any time** by sending the command:

**signoff NCSA-1**

to [listserv@lists.uakron.edu](mailto:listserv@lists.uakron.edu).

If you would like to receive your e-mail in digest form (with single messages bundled together), send the command:

**Set digest NCSA-1**

to [listserv@lists.uakron.edu](mailto:listserv@lists.uakron.edu).

More information on LISTSERV commands can be found in the LISTSERV reference card, which you can retrieve by sending an "INFO REFCARD" command to [listserv@lists.uakron.edu](mailto:listserv@lists.uakron.edu).