

# Have you signed up for the Chiefs Listserve yet?

To sign up, follow this link: <https://list.emich.edu/mailman/listinfo/michiefs-l> (note there is no "www").

## **Q: What is Listserve?**

**A:** A Listserve is a powerful Internet tool that allows people to communicate efficiently and economically via e-mail. Once subscribed to a Listserve, you can exchange ideas, ask questions and discuss issues with a large group of people.

## **Q: How do I subscribe to the MICHIEFS-L Listserve?**

**A:** Copy and paste this link into your internet browser: (Note that there is NO www) "<https://list.emich.edu/mailman/listinfo/michiefs-l>" and hit enter. You will be asked to enter your name, email address and a password of your choosing. Once you subscribe to the listserv, you will receive an email every time a posting is submitted. When you initially input your name and password, you will also see an option that states: **Would you like to receive list mail batched in a daily digest?** The default is set to no. If you select yes, you will only receive one daily email from the listserv showing all postings for that day. This cuts down on traffic in your inbox but it also delays information getting to you and delays your reply to the sender. You may also login later and select vacation mode which stops emails from being sent to your inbox until you go back in and deselect vacation mode. You may access these non-received emails only through the archives. If your email address changes, you are responsible for updating your record on the listserv.

## **Q: How do I send a message to the list?**

**A:** Send an e-mail to [michiefs-l@list.emich.edu](mailto:michiefs-l@list.emich.edu).

This is called "sending mail to the list," because you send mail to a single address and the listserv makes copies for all the people who have subscribed. Please identify yourself in the body of the email with your name and department.

## **Q: What can I post to the Listserve?**

**A:** Postings should be limited to appropriate, professional material that is related to the fire service. If your postings are inappropriate, your name will be removed from the subscription list. Please remember that there is no privacy on a listserv. If you do not want everyone to see a posting or response, it is best to reply to an individual using an individual's email, not the listserv email. Don't post anything you wouldn't want your boss or spouse to read.

## **Q: How do I reply to an email?**

**A:** Reply to a post like a regular email. You should see the [michiefs-l@list.emich.edu](mailto:michiefs-l@list.emich.edu) on the "To" line. Each email program treats this a little differently. If you do not see the listserv email, try doing a "Reply to All".