

## How to Subscribe to the KYACAC ListServ

### SUBSCRIBING

1. Open a new, empty email message.
2. In the address line, enter: [majordomo@georgetowncollege.edu](mailto:majordomo@georgetowncollege.edu)
3. Leave SUBJECT or ABOUT blank.
4. In the body of the email, type the following exactly as it appears: subscribe kyacac
5. DO NOT include any signatures in the body of the email.
6. Send your email.

*Once your message has been sent you will receive an initial response from the listserv that your subscription is pending approval. Your subscription will be approved as soon as possible (sometimes immediately) and then you will receive final notification of your subscription.*

### UNSUBSCRIBING

1. Open a new, empty email message.
2. In the address line, enter: [majordomo@georgetowncollege.edu](mailto:majordomo@georgetowncollege.edu)
3. Leave SUBJECT or ABOUT blank.
4. In the body of the email, type the following exactly as it appears:  
unsubscribe kyacac *your E-mail address*
5. DO NOT include any signatures in the body of the email.
6. Send your email.

### POSTING (or Sending a message to the ListServ)

1. Open a new, empty email message.
  2. In the address line, enter: [kyacac@georgetowncollege.edu](mailto:kyacac@georgetowncollege.edu)
  3. Enter the subject of your message in the SUBJECT or ABOUT line.
  4. Type your message into the body of the E-mail.
  5. Include your reply E-mail address in the body of your message. (This makes it easier for your colleagues to reply to you only and not the entire listserv group.)
- \*\*\*Note that large messages or attachments cannot be sent through the listserv. There is a maximum size for email so as to prevent the spread of viruses.
6. Send your email.

### GET A LIST OF LISTSERV SUBSCRIBERS

1. Open a new, empty email message.
2. In the address line, enter: [majordomo@georgetowncollege.edu](mailto:majordomo@georgetowncollege.edu)
3. Leave SUBJECT or ABOUT blank.
4. In the body of the email, type the following exactly as it appears: who kyacac
5. DO NOT include any signatures in the body of the email.
6. Send your email.

### NOTES ON USING THE LISTSERV

#### REPLYING TO LISTSERV POSTS/MESSAGES

To reply to entire listserv: Make sure [kyacac@georgetowncollege.edu](mailto:kyacac@georgetowncollege.edu) in the "To:" line.

To reply to one or some on the listserv: Make sure only the addresses you want AND [kyacac@georgetowncollege.edu](mailto:kyacac@georgetowncollege.edu) IS NOT on the "To:" line.

*Guard your replies carefully! When you click "Reply," this normally goes to all listserv subscribers.*

LISTSERVS and "AUTOREPLY:" When you activate the Auto Reply feature of your E-mail program, you can initiate a loop that impacts everyone on the listserv. E.G. – Your e-mail program gets a listserv post. An auto reply is sent to the listserv. That auto reply is set to all listserv members, including yours. Your auto reply replies to that auto reply on the listserv, and so on. PLEASE: If you choose to use the auto-reply feature then please temporarily unsubscribe from the listserv.