

HSACCC LISTSERV
CCC-HSA@listserv.ccnext.net

What is a *listserv*?

Listserv (for our purposes, let's call them electronic mailing lists) are groups dedicated to discussing specific topics, in which people from all over the world can participate. They are similar to newsgroups, but use e-mail for distribution. A central computer "hosts" the list by receiving all messages sent to the list and then distributing them to all of the list "subscribers." You subscribe by sending an e-mail to the list's administrative address.

The address you send subscriptions and cancellations to is never the same address as the one to which you send messages. When you subscribe to a list, you will get instructions by return mail that will tell you how to unsubscribe and other things you may be able to do with the list like search its archives. Keep this message!

Most e-mail software will allow you to set up a mail filter to put all your mail from a mailing list into its own mailbox or folder.

What is the HSACCC mailing list?

The HSACCC mailing list is a listserv intended as a discussion and notification tool for members of the HSACCC. By subscribing to the list, members can send information to the list via e-mail. This e-mail will be delivered automatically to all other members of the list. The leadership of the HSACCC strongly encourages all members to subscribe to this list.

How do I subscribe?

You must send a BLANK NON-HTML e-mail from your computer to the administrative address for the list. The list will subscribe you based on the address of the message it receives, so if you send it from a friend's computer and e-mail address, your friend will be subscribed, and not you.

1. In the "To:" field, enter: listserv@listserv.ccnext.net (administrative address)
2. In the body of the message, enter: **subscribe ccc-hsa**
3. **DO NOT** add any other text. NO SUBJECT OR SIGNATURES, PLEASE!
4. Send the e-mail

If the subscription is successful, you will receive a return e-mail similar to this:
The address: jdoe@someuniv.edu has been added to the ccc-hsa mailing list by John Doe <jdoe@someuniv.edu>.

How do I send a message to the listserv?

Once subscribed, you can send messages to all of the list members.

1. In the "To:" field, enter ccc-hsa@listserv.ccnext.net
2. Enter a subject descriptive of your message's content in the "Subject:" field
3. Enter the text of your message in the body
4. Send the message
5. Your message will be automatically forwarded to all of the members of the list

How do I un-subscribe?

You must send a BLANK NON-HTML e-mail from your computer to the administrative address for the list.

1. In the "To:" field, enter: listserv@listserv.ccnnext.net (administrative address)
2. In the body of the message, enter: **unsubscribe ccc-hsa**
3. **DO NOT** add any other text. NO SUBJECT OR SIGNATURES, PLEASE!
4. Send the e-mail

What if I change my e-mail address?

If you change your e-mail address please unsubscribe from the list using your old address and then subscribe to the list using your new address. It will help us keep everything current.

What if I don't have e-mail?

If you can get to the Internet, you can set up a free e-mail account through one of several providers. For example, you can go to www.hotmail.com or www.yahoo.com and register there for an immediate (and free) e-mail account. From there, you can subscribe to the list. Then you can access your e-mail account from any computer that has Internet service, such as many of those at libraries, universities, etc.

How do I access the listserv archive?

The listserv system is equipped with many features including the list archives retrieval. You simply go to <http://listserv.ccnnext.net/archives/ccc-hsa.html>

However, due to many spam and spoof attacks on listserv systems around the globe, most of the lists hosted in our system are configured with high security setting, which means each subscriber needs to obtain password from our system. This is an automated process and very easy. With the password, the subscribers can manage their own subscriptions in addition to accessing the archives.

Who do I go to with questions?

Contact your HSACCC webmaster: web@hsaccc.org