

Join the Child Welfare Jobs Listserv childwelfarejobs@listserv.unc.edu

Essentials: Joining a List Using the Lyris Web Pages

In a web browser such as Netscape Navigator or Internet Explorer, go to the URL

<http://listserv.unc.edu/>

Click the *Visit* button. Find your list in the topic listing (probably an alphabetical listing) by clicking on the topic link and then clicking on your list link in the screen that follows. If you already know the listname simply type the name in the *Search* field. The listname is ***childwelfarejobs***.

On the next screen you have options:

- (1) You can login to the list if you are already a member;
- (2) Visit the list without joining, if it is an open list;
- (3) Or you can retrieve a lost password.

Right now you need to join this list, so click the button in the middle of the screen that reads *Join Listname* (where *Listname* is the name of the list you're trying to join: ***childwelfarejobs***). If the list has been configured to allow subscribers to join without approval you will be presented with the following fields on the next screen:

1. *Email address*: this is required and must be a valid internet email address (all other options below are *not required*, unless set otherwise by the list owner)
2. *Your Name*: this may be required on some lists
3. *Password*: here you can set a personal password if you wish
4. *Status*: this is how you receive your mail. Options include:
 - *mail*
 - *digest*
 - *mimedigest*
 - *index*
 - *nomail*
5. *See Your Messages*
6. *Acknowledgement*

Click *Save* when you are finished.

Note: The flexibility of the List Server allows the Listowner to minimize subscribed options, so some lists will only present three options when you subscribe: name, email, password.