

# NCMPR LISTSERV

## USER GUIDE



### HOW DO I SUBSCRIBE?

Members of NCMPR are automatically subscribed to the Listserv. If you joined recently and don't have access to it, contact the national office at (505) 349-0500, and we'll add you.

You do not need to create an account to send and receive messages.



### HOW DO I SEND AND RECEIVE MESSAGES?

To send a message, use this address in the recipient field ("To"): [members@ncmpr.org](mailto:members@ncmpr.org).

Messages sent to the Listserv will arrive in your inbox. **IMPORTANT:** Check your spam or junk folder to see if they're landing there. If so, whitelist them so they'll go into your regular inbox.



### CAN I VIEW A MESSAGE ARCHIVE?

Yes, a message archive enables you to see what messages have been sent, by whom, the topic and the date. To enable this feature, you will need to create an account. Click on the "Settings" link in the footer of any message sent via the group. Then, create an account by selecting the red "Compose" button, and you'll be asked to choose a password and confirm your new account. Once done, you will see a link to "Messages" in your account dashboard.



### HOW CAN I CONTROL THE FLOW OF EMAIL MESSAGES SO I DON'T CLUTTER BY INBOX?

Sometimes the NCMPR Listserv gets really busy, with multiple discussions happening in a short period of time. If you want to reduce the clutter in your inbox, you can choose to receive a daily digest. Click the "Settings" link in the footer of any message sent via the group and under "My Details," select "Daily Digest." There are two other options as well. 1) "Immediately" will send emails as soon as they're posted. 2) "Pause All Messages" will temporarily disable mail delivery from the Listserv and is especially useful when you're out of the office for an extended period or wish to take a break from the group.



### HOW DO I ACCESS AND MANAGE MY MEMBER SETTINGS?

You can access your personal settings by following the "Settings" link in the footer of any message sent via the group. If you don't have a message sent via the group conveniently at hand, go to "Find My Groups" (<https://gaggle.email/find>), where you can provide your email and receive a link to access it.

Use the "Member Settings" page to update your personal details, switch to a daily digest, enable the message archive or unsubscribe.



### HOW CAN I UNSUBSCRIBE?

The quickest way to unsubscribe is to click "Unsubscribe" in the footer of any message sent via the group. You can also go into your Member Settings page and click the red "Unsubscribe" button.

### GENERAL RULES OF ETIQUETTE

- Reply to "All" if you have information to share that will benefit everyone on the list.
- Reply only to the sender if you have a comment that is more appropriately directed to that individual. For example, if you disagree with someone's response, it might be better to reply to that person directly. Comments like "I agree" or "Thanks for the information" are also better suited for an individual response. The overall goal is to be considerate of your colleagues' time.
- Include a descriptive subject line that is clear and meaningful. Whether posting something or replying to a post, stick to the topic.
- Sign your post, including your contact information, so that people can respond to you directly if it's better than responding to the entire list.
- If you're going to be out of the office for an extended period of time, temporarily disable mail delivery from the Listserv by going into your settings and selecting "pause all messages." This feature is also useful if you wish to take a break from the group.

### PROHIBITED USES OF THE LISTSERV

1. Do not use it to solicit, promote or sell commercial products or services. 2. Don't post job announcements. Instead, NCMPR offers the ability to post jobs on its website ([www.ncmpr.org/jobs](http://www.ncmpr.org/jobs)). 3. Don't use the Listserv as a personal blog for posting random thoughts. The Listserv is intended for posting questions and sharing information about specific topics related to community college marketing and PR.