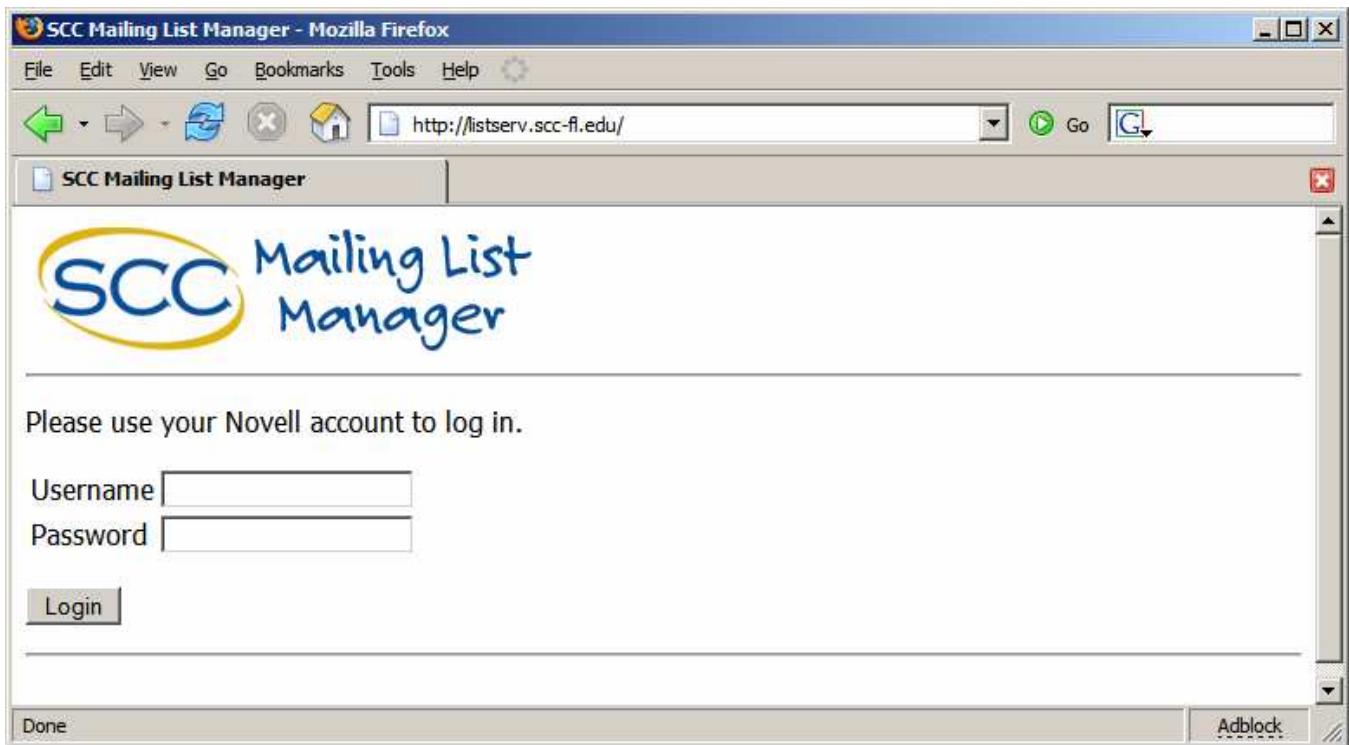


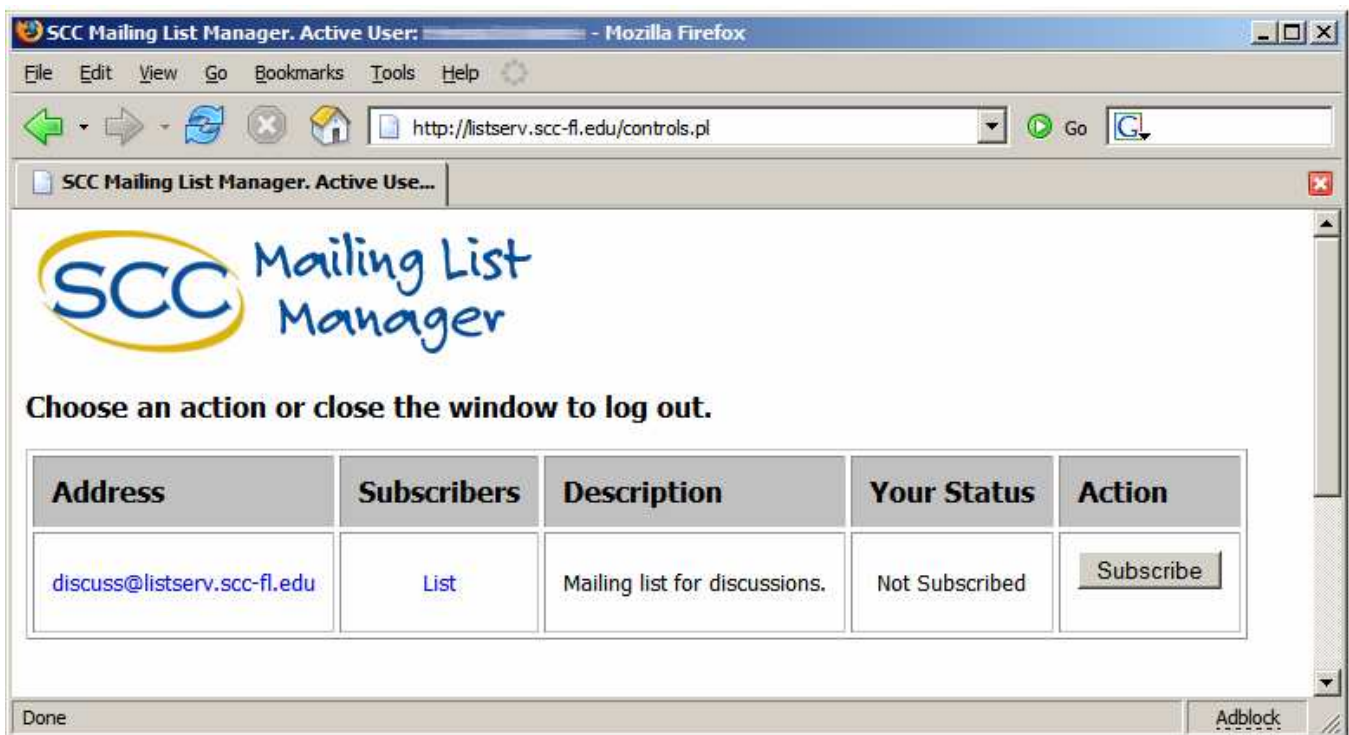
1. Logging On

To access the Mailing List Manager, go to <http://listserv.scc-fl.edu>

The following interface will appear:



Use your Novell username and password to log in. This is the same password you use to log into your computer. The following page will appear:



2. Using the Mailing List System

SCC Mailing List Manager. Active User: - Mozilla Firefox

http://listserv.scc-fl.edu/controls.pl

SCC Mailing List Manager

Choose an action or close the window to log out.

Address	Subscribers	Description	Your Status	Action
discuss@listserv.scc-fl.edu	List	Mailing list for discussions.	Not Subscribed	<input type="button" value="Subscribe"/>

Done Adblock

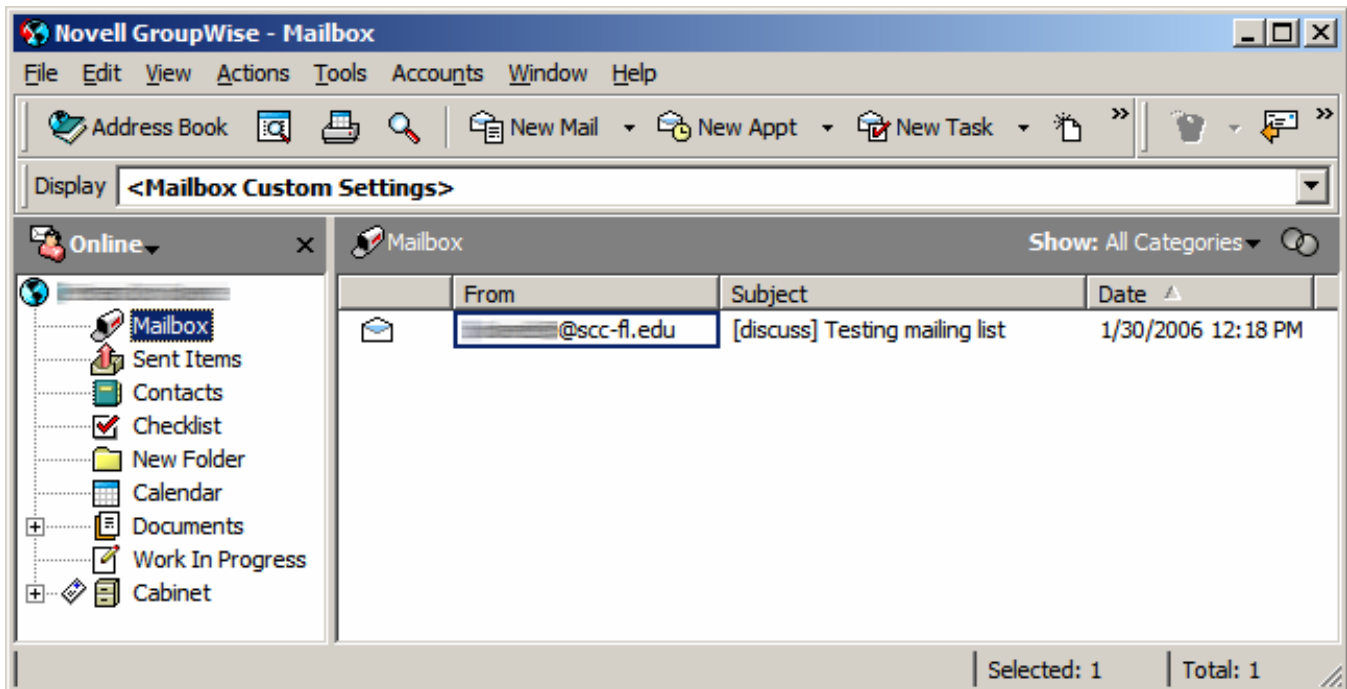
Use this e-mail address to broadcast mail to a list. Click on the link to automatically open Groupwise and compose a message.

A list of the mailing list subscribers can be shown by clicking here.

Click this button to **subscribe** or **unsubscribe** from a list. An e-mail will be sent to you confirming your selection.

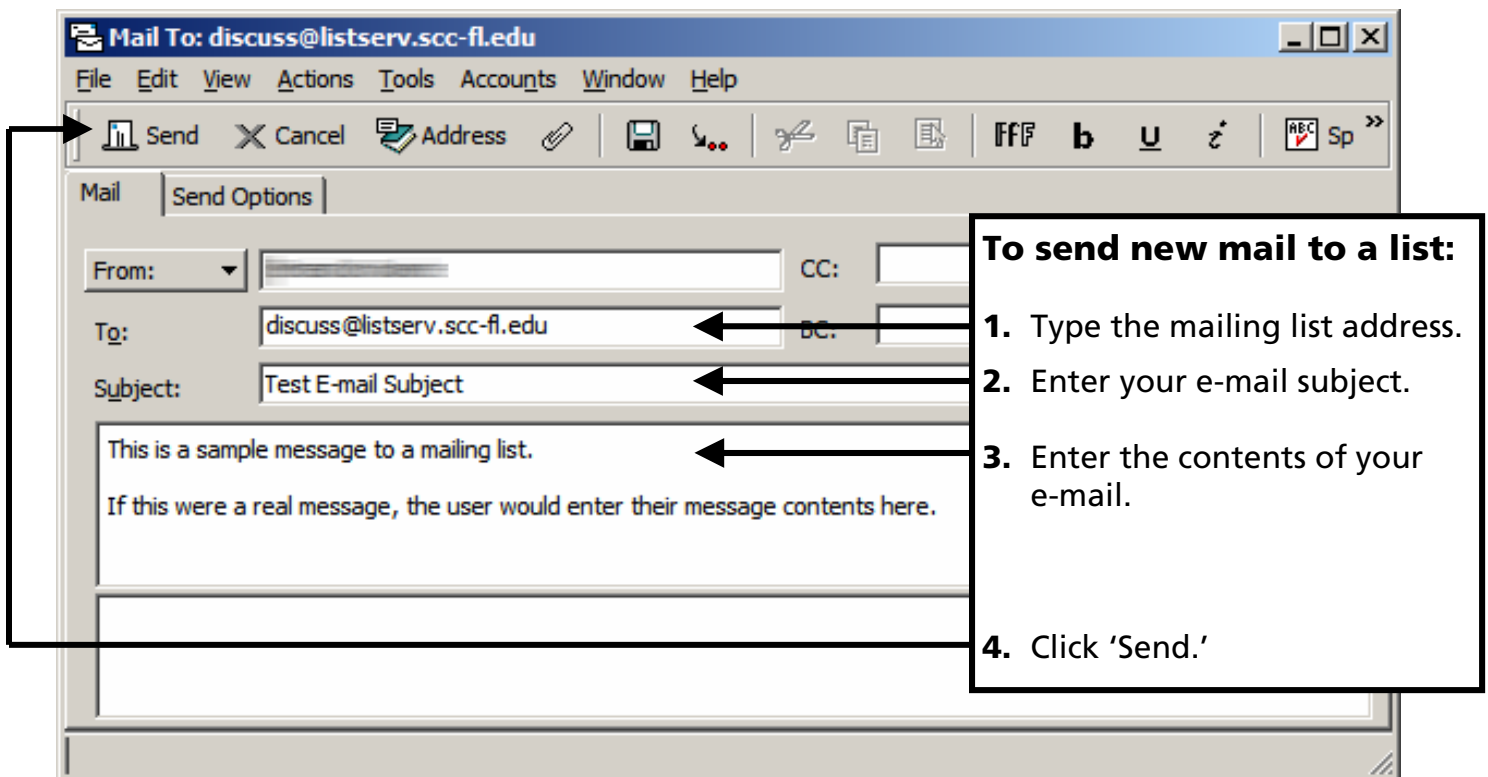
- To subscribe to a mailing list, click the Subscribe button next to its description. You will immediately be able to send and receive e-mail on the selected list.
- To send mail to the subscribers of a list, use the e-mail address listed in the Address column. You will receive a copy of the mail you send as confirmation that it was sent to all subscribers.
- **Warning:** If you are not subscribed to a list and you attempt to send mail to it, the mail will not be sent to anyone and no warning will be given. Watch for a copy of your e-mail to be sent to yourself as confirmation that it was sent to everyone.
- **To Unsubscribe from a list and stop receiving mail, click the Unsubscribe button and close the window to log out.**

3. Receiving and Sending Messages

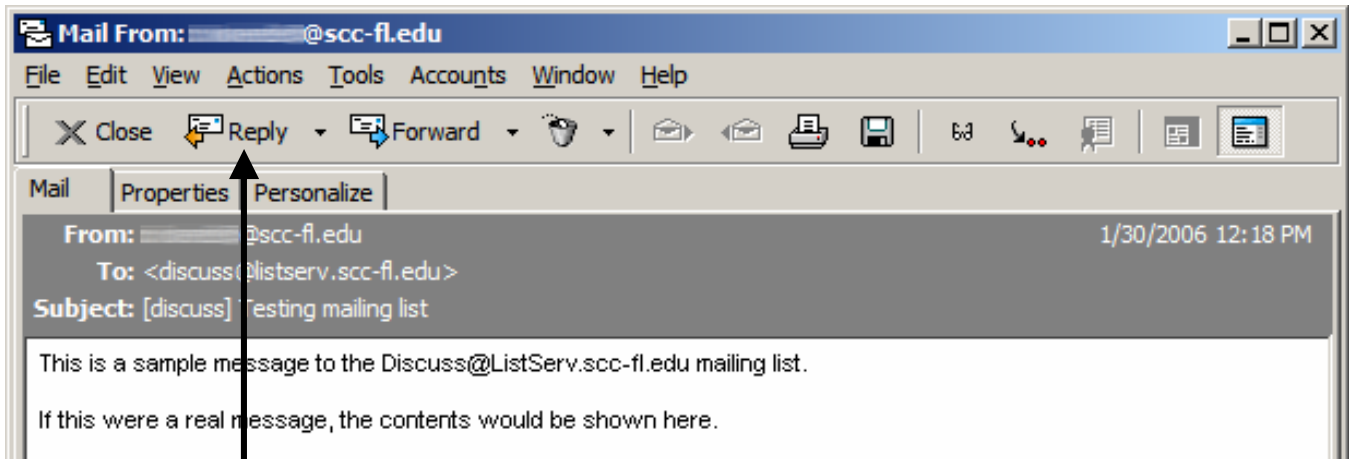


E-mail from the mailing list will appear in your mailbox as shown above.

To send a new message to a mailing list, click on **New Mail**. The following window will appear:

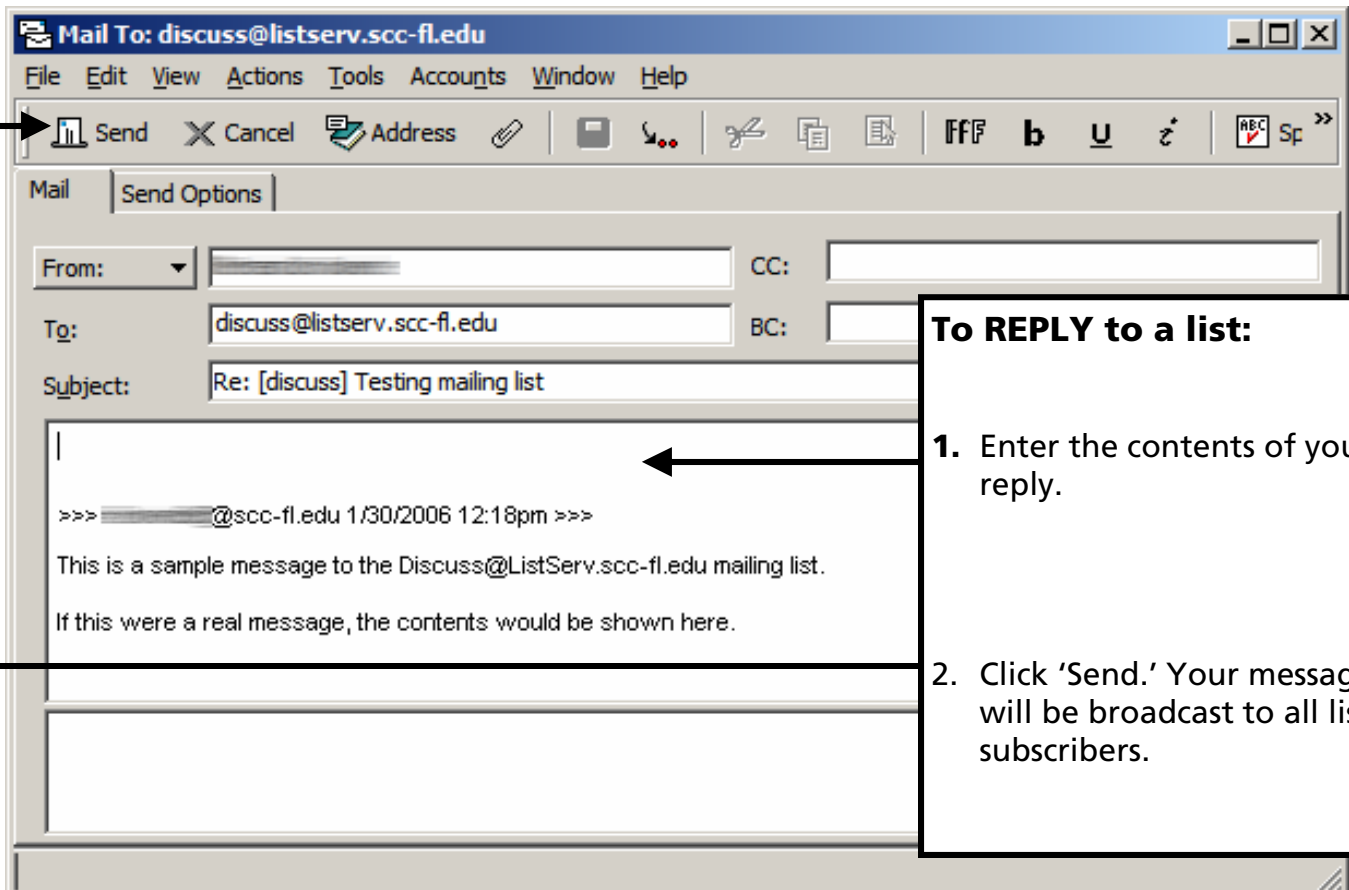
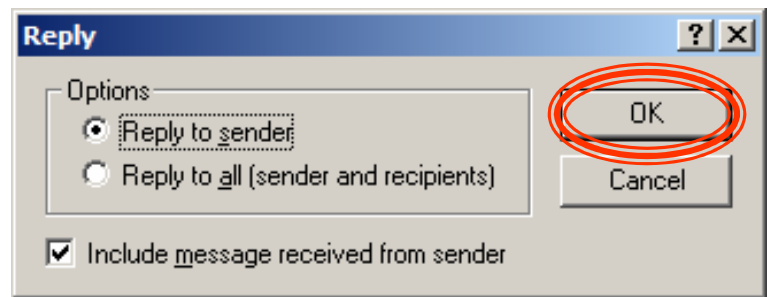


4. Replying to a Message



When you want to reply to a message, click the Reply button.

A message box like the one to the right will appear. Click OK.



To REPLY to a list:

1. Enter the contents of your reply.
2. Click 'Send.' Your message will be broadcast to all list subscribers.