

MCCPTA Listservs Subscription and Unsubscription Information

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To subscribe, send a message to:

[listname]-subscribe@yahoogroups.com

For example, to request a subscription to MCCPTA_Bulletin, send the message to:

MCCPTA_Bulletin-subscribe@yahoogroups.com

IMPORTANT – You will get a follow up message requesting the info listed below.

Name

Phone

School (if any, if no school, please provide other affiliation or none)

PTA Position (if any, if none, state none)

A separate subscription request message must be sent for each listserv you wish to subscribe to, but the info provided in response to the follow up message only needs to be sent once, since the moderator manages all the lists.

As a member of a listserv, you have options for how you receive your messages. (Please note that if you are on multiple listservs, you must specify options for each one individually.) You can: 1) receive the individual messages as they are sent out; 2) receive a digest message, which usually comes out once per day containing all messages sent in the last 24 hours, but can be sent more often if there are a lot of messages posted to the list, or not at all if there have been no messages sent to the list for 24 hours; 3) receive special notices only; or 4) go to no mail and read the messages on the web. In order to do this, though, you must have a Yahoo account. If you have a Yahoo account, then you have access to the web features of the group, including the documents in the files section. You are also able to change your own account settings.

If you do not have a Yahoo account, then the moderator can change your settings. Getting a Yahoo account is free, but if you do get one, please make sure the marketing options are to your liking. The default settings for these are “yes” to your receiving all types of advertising email from Yahoo and its partners, and you can easily control this by changing your preferences.

Many people switch to no mail when they will be away and just want to temporarily suspend their service.

The moderator can make these switches for you, but please specify the list name and option desired.

To unsubscribe:

You have two options when you want to unsubscribe from the listserv(s). At the bottom of every message are the instructions for removing yourself from the list. Please note that sending a message to the entire list saying, “unsubscribe” will not unsubscribe you - there is a separate address to send the message to. A message to the list will get the attention of the moderators, but there will possibly be a slight delay in your being unsubscribed. Please be aware, however, that following the unsubscribe instructions at the bottom of a message only works if you try to unsubscribe yourself by sending the request from the **exact** same email address as you were subscribed under. Some internet providers change names and still allow you to keep an old form of your email address, but it may look different to people replying to your messages. This is the biggest reason that an attempt by a subscriber to unsubscribe fails. Your other option is to contact a moderator

and ask to be unsubscribed. If you use this option, please be patient. Also, please be sure to sign your request and state which Yahoo list you are referring to so that the moderator can be certain to unsubscribe the correct person from the correct list – the moderator is responsible for many lists. One final note - it may take a day or so for the messages from the group to stop due to the Yahoo refresh schedule.

Patti Twigg

MCCPTA Communications Committee Chair, Listservs Subcommittee Chair and Listservs Moderator

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