

Subscribing to One or More Lists

To subscribe to one or more lists:

1. Log into the Email List Service at the following link <http://listserv.cc.emory.edu/cgi-bin/wa?LOGON>.
2. Click the **Subscriber's Corner** from the top menu bar.
3. To narrow the list, type "Compass-users" in the **Show Lists** field. Click the **Show All Lists** drop-down menu and select **Show All Lists**.
4. Click **Search**.
5. Check the boxes next to the lists to which you want to subscribe.
6. Select **Subscribe** from the drop-down list (at the bottom of the screen).
7. Check the **Send email notification of changes** option to have a notification email sent with information about the changes.
8. Click the **Submit** button.

The screenshot displays the Emory University Email List Service interface. At the top, it shows the user is logged in as 'apaye@emory.edu' and is in 'Basic Mode'. The main navigation bar includes 'Subscriber's Corner', 'Email Lists', and 'Request New List'. The 'Subscriber's Corner' section is active, showing a 'Report Format' dropdown set to 'On Screen'. Under 'Search Options', the 'Show Lists' field contains 'compass-users', and the 'Show All Lists' dropdown is set to 'Show All Lists'. A 'Search' button is present. Below this, there are tabs for 'My Lists' and 'My Settings'. The 'My Lists' tab is selected, showing a table of lists. The table has columns for 'List Names' and 'List Descriptions'. The first list is 'COMPASS-USERS [Settings] [Post]', with a description: 'This list is to distribute timely information about the Emory PeopleSoft Financials system to Compass users.' A checkbox is checked next to the list name, and a 'Subscribe' dropdown menu is open, showing 'Subscribe' as the selected option. At the bottom right, there is a checkbox for 'Send email notification of changes' which is checked, and a 'Submit' button.

2 Subscriber's Corner Email Lists Request New List Preferences Log Out

3 Report Format Report Format: On Screen

4 Search Options Show Lists: compass-users Show All Lists: Show All Lists Search

5 6 COMPASS-USERS [Settings] [Post] Compass Users List Subscribe

7 Send email notification of changes

8 Submit

Please contact Anita Paye at apaye@emory.edu if you have questions about subscribing to the Compass-Users listserv.