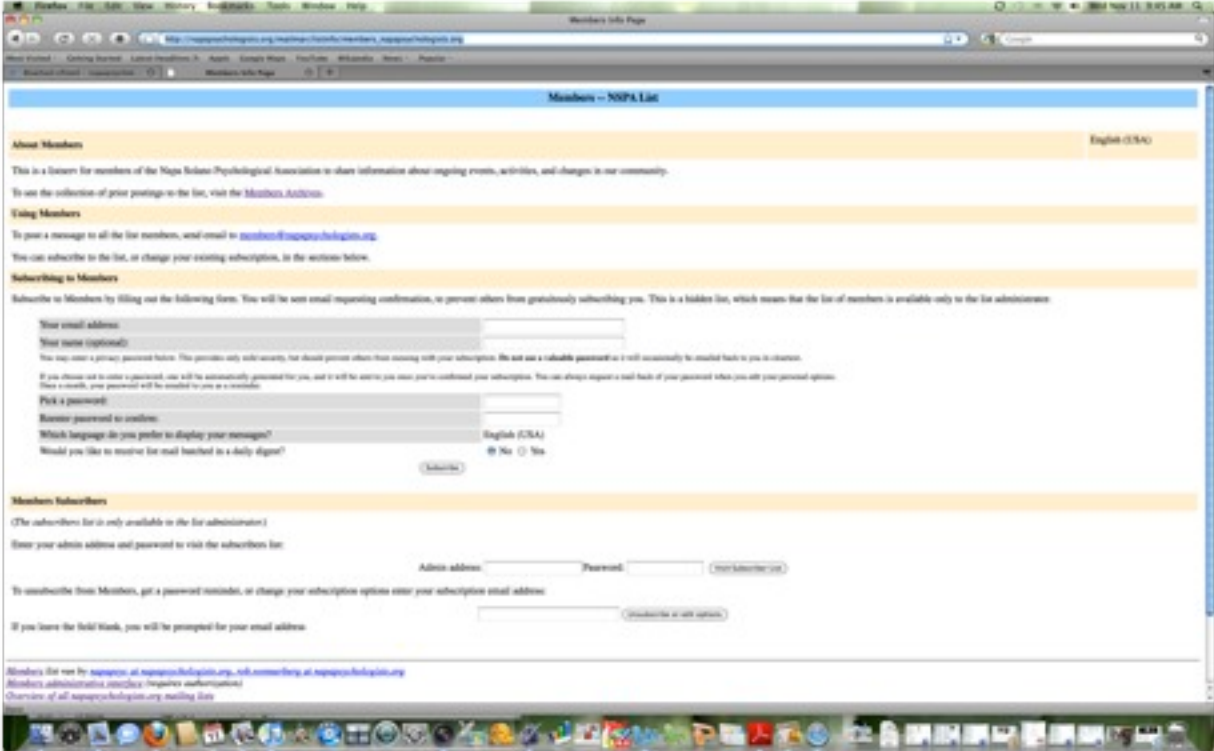


The New NSPA Listserv

Subscribing to the Listserv:

1. Go to the website http://napapsychologists.org/mailman/listinfo/members_napapsychologists.org
2. It will appear as below.



The screenshot shows a web browser window displaying the 'Members - NSPA List' page. The page has a blue header and a yellow background. It contains several sections: 'About Members', 'Using Members', 'Subscribing to Members', and 'Members Subscribers'. The 'Subscribing to Members' section is the primary focus, featuring a form with fields for 'Your email address', 'Your name (optional)', 'Pick a password', and 'Repeat password to confirm'. There are also radio buttons for language preference (English (USA)) and a checkbox for a daily digest. A 'Subscribe' button is located at the bottom of this section. The 'Members Subscribers' section includes a form for administrative access with fields for 'Admin address' and 'Password', and a 'Subscribe to this list' button. At the bottom, there are links for 'Members list web site', 'Members administrative assistance', and 'Overview of all mailing lists'.

3. Fill in the “Subscribing to Members” section.
4. Don’t forget to hit “Subscribe” when you’re finished.
5. Once this is complete you have to be patient and wait. You will receive an e-mail within 24hrs from members-request@napapsychologists.org with a huge long title like... **“confirm 8c0c8d7242a258fd90e8a8e0197315206c4825d0”**

The New NSPA Listserv

6. A sample of the e-mail is as below. You will get a specific "confirmation number" so don't use this one. This is just a *sample*

From: members-request@napapsychologists.org
Subject: confirm 8c0c8d7242a258fd90e8a8e0197315206c4825d0
Date: November 8, 2009 2:59:13 PM PST
To: Rob Wennerberg <rob@email.com>
Reply-To: members-request@napapsychologists.org

Mailing list subscription confirmation notice for mailing list Members

We have received a request from 76.126.77.246 for subscription of your email address, "rob@wportraitphotography.com", to the members@napapsychologists.org mailing list. To confirm that you want to be added to this mailing list, simply reply to this message, keeping the Subject: header intact. Or visit this web page:

http://napapsychologists.org/mailman/confirm/members_napapsychologists.org/8c0c8d7242a258fd90e8a8e0197315206c4825d0

Or include the following line -- and only the following line -- in a message to members-request@napapsychologists.org:

confirm 8c0c8d7242a258fd90e8a8e0197315206c4825d0

Note that simply sending a `reply' to this message should work from most mail readers, since that usually leaves the Subject: line in the right form (additional "Re:" text in the Subject: is okay).

If you do not wish to be subscribed to this list, please simply disregard this message. If you think you are being maliciously subscribed to the list, or have any other questions, send them to members-owner@napapsychologists.org.

7. All you need to do when you get the e-mail is reply to it. The system will verify that you were not erroneously added to the list and voila! You're done.
8. If you have any trouble please do e-mail me at rob.wennerberg@napapsychologists.org

The New NSPA Listserv

Sending an e-mail to the list:

1. To send an e-mail to the list. You just have to send an e-mail to members@napapsychologists.org the e-mail will then be sent to anyone who has subscribed.
2. All e-mails will be sent with “NSPA List (Title of e-mail)” so that if people wish to sort their e-mail into files, the e-mails from this group will always have that.
3. To respond to a post it is important to remember “reply all” will send the e-mail to the entire list “reply” will send it to just the individual that posted the comment. So be careful with this and please use back channels whenever it’s not pertinent to the entire group.