NYSSBDC LISTSERV Basics

A LISTSERV is an email service used to communicate with other people who have subscribed to the same list. When you submit a message, your message is relayed to all those on the listserv. You receive messages from other participants via email. The NYSSBDC LISTSERV is available to NYS SBDC personnel only. The list manager will approve only legitimate SBDC personnel email addresses.

Subscribing:

1. Log on to your email account.
2. At the "To" field, type: listserv@listserv.albany.edu
3. Leave the Subject field blank.

   In the message field, type: Subscribe NYSSBDC your first name your last name (for example: Subscribe NYSSBDC Jane Smith)

4. Send the message.   You will receive an email message confirming your subscription.

Posting:

1. Log on to your email account.
2. To post, or send, a message to the NYSSBDC LISTSERV, at the "To" field, type: NYSSBDC@listserv.albany.edu
3. In the subject and message fields, type the text you want to send.
4. Send the message.

Unsubscribing:

1. Logon to your e-mail account.
2. At the "To" field, type: listserv@listserv.albany.edu
3. Leave the Subject field blank.

   In the message field, type: signoff NYSSBDC

4. Send the message. You will receive an email message confirming that you have unsubscribed, or signed off, the listserv.

Questions? Check the FAQ: http://www.albany.edu/its/accounts_email/listserv_faq.html or email Amelia: amelia.birdsall@nyssbdc.org