

The Savvy Cyber Teacher[®]

Using the Internet Effectively in the K12 Classroom



Handout #3: Subscribe to the Alliance+ Participants Listserv

(Please note: The directions have changed slightly and have been updated as of 8/16/02)



Mentor Teachers: If you are a *Mentor Teacher* (someone who will train other teachers), please review **Pages G 2.25** of the Trainer's Overview in the Workshop Leader's Guide.

To help facilitate communication among the various Alliance+ participants around the country, an *Alliance+ Participants Listserv* has been created. Subscribing to the Alliance+ Listserv is important for all project participants as it is the **only** communication link between Stevens and you.

- You should feel free to send a message to the listserv at any time suggesting additional links, discussing an issue related to the Alliance+ Project, or other related topics.
- Remember, any message sent to the Listserv will be distributed to **ALL** of its members.
- This listserv averages two - three messages a week.

When you sign up to the listserv, you should use your **most used e-mail address** provided that you can access it from the training lab. Whichever e-mail account you select, it is **critical** that you check this e-mail frequently. There are also instructions below on how to post a message and unsubscribe.

Subscribe to the Alliance+ Participants Listserv

1. Deactivate your automatic signature file if you have one (if you didn't set one up initially, then don't worry about it.)
2. Open your Yahoo![®] Mail Account and click *Compose* to send a new e-mail message.
3. In the "To:" line, address the message to: **majordomo@list.k12science.org**
4. Leave the subject line empty.

HANDOUT REPLACEMENT (8/16/02)
Version 2.0 Middle School Level

5. On the first line of the message body, write the words below. It is important that you write **ONLY** the words below. Nothing else may be written in the message.

(Note: There is an underscore "_" symbol between *alliance* and *participants*)

subscribe alliance_participants

6. On the second line of the message body, type the following word.
NOTE: you may need to hit the enter or return key in order to reach the second line.

end

7. Your e-mail message should look **EXACTLY** like the following image. Please verify that you have entered the correct information.

The image shows a screenshot of an email composition window. At the top, it says "Compose" with options for "Plain" and "Color and Graphics". Below this are buttons for "Send", "Save as a Draft", "Spell Check", and "Cancel". The "To:" field contains "majordomo@list.k12science.org". The "Cc:" and "Bcc:" fields are empty. The "Subject:" field is empty. Below the subject field, there are links for "Attach Files" and "Attach Video with Spotlife™". The main body of the email contains the text "subscribe alliance_participants" on the first line and "end" on the second line. At the bottom, there are checkboxes for "Use my signature" and "Allow HTML tags", and an "Options:" section with a checkbox for "Save a copy in your Sent Items folder". At the very bottom, there are buttons for "Send", "Save as a Draft", "Spell Check", and "Cancel".

8. Once you have completed your e-mail so that it looks **EXACTLY** as the above image, click Send to send the message. In a few minutes you will receive a confirmation as well as welcome message which will include the directions for how to unsubscribe at a later date. *Make sure you keep this message for future reference.*

Posting a Message to the Alliance+ Participants Listserv

You can post messages to the ALLIANCE+ PARTICIPANTS listserv by sending an e-mail addressed to:

alliance_participants@list.k12science.org

Remember that everyone who subscribes to this listserv will automatically receive your message. You should be aware of the Netiquette issue when posting a message. From time to time you will see a message posted to the listserv to which you want to reply. With some e-mail programs, if you simply use your "reply" function, you will be replying back to the ENTIRE listserv and not just back to the person who originally posted the first message. Thus your comments will be distributed to the entire membership of the listserv. This can result in a large amount of unwanted messages being posted to the listserv and may result in you posting comments which were not intended for the entire listserv. Try to avoid this mistake.



Unsubscribe to the Alliance+ Participants Listserv

STOP. Do NOT complete the UNSUBSCRIBE instructions now. These are provided for future reference should it become necessary to unsubscribe at a later date.

1. Deactivate your automatic signature file if you have one.
2. Address the e-mail message to: **majordomo@list.k12science.org**
3. Leave the subject line empty.
4. On the first and second line of the message body, write only the words shown below. Nothing else may be written in the message body.

unsubscribe alliance_participants end
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5. Send your message and you will receive confirmation that you have successfully unsubscribed.