

Email List Servers

What is a list server?

A List Server is a program that distributes email to a large number of people that are all subscribers to the same list. How does this work? Somebody (who has permission) sends an email message to the list address. That message is then sent to all members of the list. People subscribe or unsubscribe themselves to the list by using their own email.

What lists have been set up?

- * **Elmwood** is a list for Elmwood Place Elementary staff.
- * **StBernard** is a list for St. Bernard Elementary staff.
- * **HighSchool** is a list for Jr/Sr High School staff.
- Special Ed Team** is a list for Special Education teachers and administrators.

What kind of information will be sent through these lists?

Any announcement may be sent, for example:

- a) notice or reminders of meetings
- b) building closings
- c) notice or reminders of sporting events or musicals
- d) a last minute call for volunteers
- e) a copy of a newsletter
- f) many, many more ideas!

How do I join (subscribe to) a list?

You send an email to one or several of the email addresses found below. **It does not matter what is in the email; just the act of sending the email will sign you up for the list.**

- To join the Elmwood Elementary School list, send an email to:
Elmwood-on@sbepschools.org
- To join the St. Bernard Elementary School list, send an email to:
StBernard-on@sbepschools.org
- To join the Jr/Sr High School list, send an email to:
HighSchool-on@sbepschools.org
To join the **Special Ed Team** list, send an email to:
Specialedteam-on@sbepschools.org

You can sign up for several lists - either with additional email messages - or by having carbon copies (Cc:) going to the other addresses as part of the same email. You will know if it has worked because you will get an email back from the List Server program after a few minutes have passed.

How do I leave (un-subscribe) from a list?

You send an email to one or several of the email addresses found below. **It does not matter what is in the email; just the act of sending the email will remove you from the list.**

- To leave the Elmwood Elementary School list, send an email to:
Elmwood-off@sbepschools.org
- To leave the St. Bernard Elementary School list, send an email to:
StBernard-off@sbepschools.org
- To leave the Jr/Sr High School list, send an email to:
HighSchool-off@sbepschools.org
To leave the **Special Ed Team** list, send an email to:
Specialedteam-off@sbepschools.org

How do I change my email address?

Simply join the list from within your new email address. If you still have access to the old email account, you could remove yourself from lists by following directions above to un-subscribe (while within your old email account.) If your old email account does not exist anymore, our listserver program will drop the email after a few failures.

Other Information:

- a) Your privacy is important to us. We will not give your email address to others, nor will anyone be able to see your email address as part of a message.
- b) If you subscribe to more than one list, there may be times when you get more than one copy of the same email. For example, if the same message is sent to two buildings and you belong to both lists, you will get both messages. Each message will inform you from whence it came, and you simply delete the duplicate message as needed.
- c) There is no cost to you to subscribe to a list.
- d) These email lists do not replace existing forms of communication. They are designed only as an additional way to get information to you.