

MCCPTA Listservs Subscription and Unsubscription Information

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➤ **To subscribe, send a message to:**

listname-subscribe@yahoogroups.com

For example, to request a subscription to MCCPTA_Bulletin, send the message to:

MCCPTA_Bulletin-subscribe@yahoogroups.com

- Important: You will receive an auto generated message from Yahoo Groups, asking you to verify that you requested a subscription to the group. If you do not respond to the message, the moderator will never see your request. You do not have to have a Yahoo ID to do this step! Just reply to the message. If you do not get this message within an hour of sending your request, contact the moderator, as something has gone wrong.
- Once you verify your request, you will get a second auto generated message requesting the info listed below. Failure to provide the requested information will result in your not being added to the listserv.
 1. Name
 2. Phone
 3. School (if any, if no school, please provide other affiliation or none)
 4. PTA Position (if any, if none, state none)
- A separate subscription request message must be sent for each listserv you wish to subscribe to, but the info provided in response to the follow up message only needs to be sent once, since the moderator manages all the lists.
- As a member of a listserv, you have options for how you receive your messages. (Please note that if you are on multiple listservs, you must specify options for each one individually.) You can:
 1. Receive the individual messages as they are sent out;
 2. Receive a digest message, which usually comes out once per day containing all messages sent in the last 24 hours, but can be sent more often if there are a lot of messages posted to the list, or not at all if there have been no messages sent to the list for 24 hours;
 3. Receive special notices only; or
 4. Go to no email and read the messages on the web. In order to do this, though, you must have a Yahoo account. Many people switch to no email when they will be away and just want to temporarily suspend their service.

- If you have a Yahoo account, then you have access to the web features of the group, including the documents in the files section. You are also able to change your own account settings. Getting a Yahoo account is free, but if you do get one, please make sure the marketing options are to your liking. The default settings for these are “yes” to your receiving all types of advertising email from Yahoo and its partners, but you can easily control this by changing your preferences.
- **If you do have a Yahoo account, then please manage your list settings yourself. If you don't know how to do that, the moderator will be happy to explain what you need to do so you can take care of it yourself.**
- If you do not have a Yahoo account, the moderator can make these switches for you, but please specify the list name and option desired.

➤ **To unsubscribe, send a message to:**

listname-unsubscribe@yahoogroups.com

- You have options when you want to unsubscribe from the listserv(s):
 1. If you have a Yahoo account, you can remove yourself from the listserv by going onto the listserv website and into your membership and clicking on “leave list.”
 2. If you do not have a Yahoo account, or if you don't want to bother to visit the website, at the bottom of every message are the instructions for removing yourself from the list.
- Please be aware, however, that following the unsubscribe instructions at the bottom of a message only works if you try to unsubscribe yourself by sending the request from the **exact** same email address as you were subscribed under. Some internet providers change names and still allow you to keep an old form of your email address, but it may look different to people replying to your messages. This is the biggest reason that an attempt by a subscriber to unsubscribe fails.
- Please note that sending a message to the entire list saying, “unsubscribe” will not unsubscribe you - there is a separate address for that, listed above. A message to the list will get the attention of the moderators, but there will probably be a delay in your being unsubscribed. Your last resort option is to contact a moderator and ask to be unsubscribed. The moderator's address is found at the bottom of every message, and a direct message sent there will get through faster. If you use this option, please be patient. Also, please be sure to sign your request and state which Yahoo list you are referring to so that the moderator can be certain to unsubscribe the correct person from the correct list – the moderator is responsible for many listservs.
- One final note - it may take a day or so for the messages from the group to stop due to the Yahoo refresh schedule. You will get a message notifying you that you have

unsubscribed. If you do not get that message, again, contact the moderator, as something may have gone wrong.

- **Please do not hesitate to contact the moderator with any questions you may have.**

Listservs Moderator

listservmod@mccpta.com