LeadingAge Minnesota
Listserv FAQs and Tips

How do I subscribe to an LeadingAge Minnesota listserv?
Only individuals subscribed to a listserv can post messages. To subscribe to a LeadingAge Minnesota listserv group, send an email to:

Listname-subscribe@mm.leadingagemn.org
(example: housing- subscribe@mm.leadingagemn.org)

You do not need to enter anything in the subject line or text area of the email. You will receive a confirmation link in an email, and once you click on that link, you will be subscribed to the listserv.

How can I send a question or information on the listserv?
If you want to post something on the listserv, send it in an email message to the listserv email address.

listname@mm.leadingagemn.org.
(example: housing@mm.leadingagemn.org

When an email is sent to the listserv address, it will go to all subscribers. Using the reply button in your email application will also send the message to the entire list. When you respond to a listserv posting, please include relevant portions of the message to which you are responding, and ensure that the subject line reflects the current conversation. It may also be helpful to include your name, community name, city and email address or your signature block so that people can respond directly to you if they prefer not to respond to the entire listserv group.

CAUTION: Always consider the fact that your message should be appropriate to live in electronic memory for some time (as it can and will), and that it may sometimes reach unintended parties through forwarded emails or unknown subscribers to the listserv.

How can I reply to a listserv member directly rather than to the entire listserv group?
To limit your reply to one member of the list, forward the email and enter the individual's email address in the "To" line.

I'm having a problem with the listserv. Who should I contact?
Please feel free to contact Paula Bell at pbell@leadingagemn.org with any questions or concerns.

How can I unsubscribe from the listserv?
You may leave the list at any time by sending an email with "SIGNOFF NAME OF LISTSERV" in the message body to

Listname-leave@mm.leadingagemn.org
(example: housing-leave@mm.leadingagemn.org)

Or you can send a message to Paula Bell at pbell@leadingagemn.org and she will remove you from the listserv.

How can I be sure to receive listserv postings?
To help keep messages from being caught in your spam filters, be sure to set up an email "contact" for the listserv using the Listserv address.

Other Reminders *(adapted from LeadingAge's Listserv rules of conduct):*
- Please be courteous and sensitive to the diverse background of others on the listserv.
- Be brief and concise to make the best use of everyone's time. To avoid unnecessary clutter in members' emails, delete extraneous information from new messages and send thank you notes individually rather than to the entire group. Use the subject line to clearly identify the topic, allowing other participants to determine personal relevance without reading the entire e-mail.
- Do not post any material protected by copyright without obtaining permission from the copyright owner.
- Do not violate antitrust laws. Do not post any messages involving pricing, complaints about individual companies, or any unreasonable limitation on competition.
- The listserv and online community is to be used to further the work and understanding of members, not as a means of advertising services for personal or monetary profit or advancing one's or another person's professional gain.
- The views and opinions expressed on the listserv and online community do not necessarily reflect the opinions or policies of LeadingAge Minnesota.
- LeadingAge Minnesota reserves the right to remove or delete any postings deemed inappropriate and remove anyone from the listserv or online community who violates the established conditions and disclaimers.

All defamatory, abusive, profane, threatening, offensive or illegal content is strictly prohibited from the listserv.

If you have any questions you can direct them to Paula Bell pbell@leadingagemn.org.