How to use the Social Psychology (PSY 245) Mailing List

To Subscribe:

1. Open the email account at which you wish to receive class email messages. You may use any email account you like.

2. Send email to the list manager program in order to subscribe:
    a. Address: listmanager@ls.suny.edu
    b. Leave the subject line blank
    c. FOR the BODY: **subscribe bccsocialpsych "your name"**

        For example: subscribe bccsocialpsych "Bill Altman"

3. Send the email message.

4. You should receive a confirmation message from the server. If there are errors, please check that everything was typed correctly – that's the usual source of problems.

5. Check your email's Junk, Bulk, or Trash folders to ensure that email from the server doesn't end up there. If it is showing up there, let your mail program know that messages from this sender are not junk. That way they'll end up in your In Box.

****

Next, send email to the list to introduce yourself to the class:

1. Open the email account that you're using with the server.

2. Send email to the class mailing list to introduce yourself:
    a. Address to: bccsocialpsych@ls.suny.edu
    b. SUBJECT: signing on
    c. FOR the BODY: Write a few lines to introduce yourself to the group.

3. Send the email message.

****

To Unsubscribe *at the end of the term, or if you drop the course*:

1. Open the email account at which you receive class email messages.

2. Send a blank email to:
    unsubscribe-bccsocialpsych@ls.suny.edu