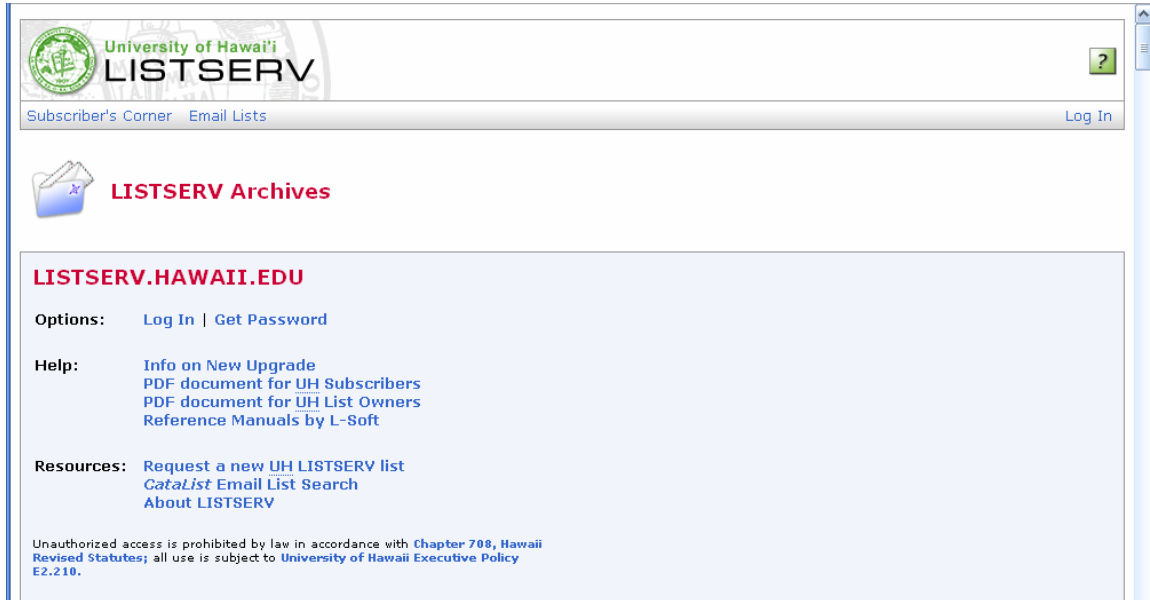


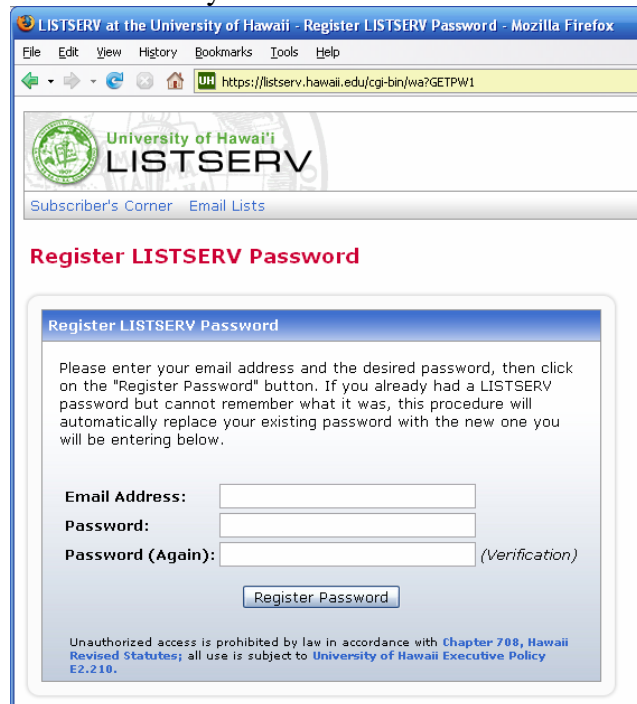
Creating a LISTSERV account

Open an Internet Explorer window or a web browser of your preference.

In the address bar, type in: <https://listserv.hawaii.edu>. Note that this URL starts with https, not the usual http. You should see a page similar to this:



A LISTSERV account is different from your UH email account. This account allows you to subscribe, unsubscribe, and manage your various subscriptions to different LISTS. It also allows you to search the LISTSERV archives. To create your LISTSERV account, click on 'Get Password' and you should see this:



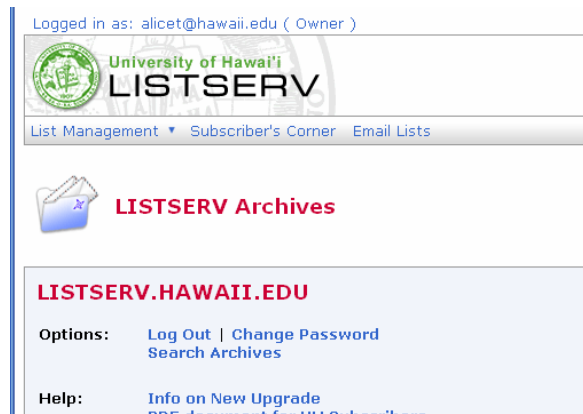
Enter your UH email address and create a password you will remember. Click on 'Register Password' once you are done.

A 'Confirmation Sent' screen should come up next, read and follow the instructions.

Check your UH email inbox for this email, Click on the link within the email to confirm your registration. As soon as that is done, you should see the following message within your web browser: 'Your new password was registered successfully'.

Once you have registered a password, return to the homepage by clicking on the UH logo on the upper left of the webpage. On that screen, click on 'Log In'.

Subscribing to LIS-STU

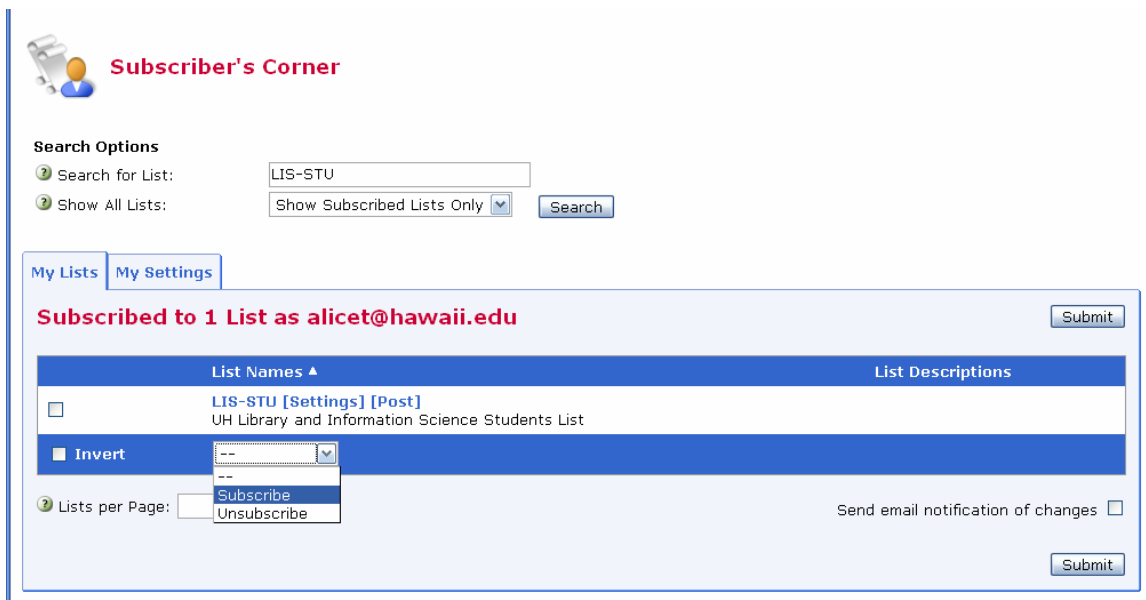
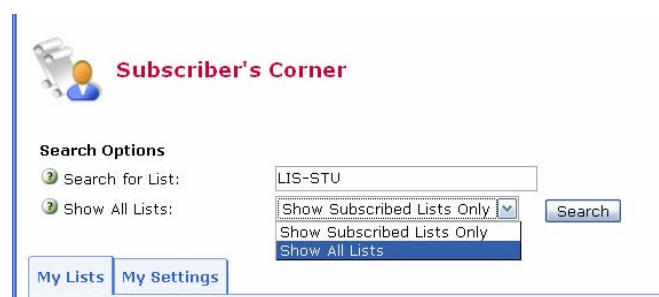


Enter your UH email address and password at the login screen, then click on 'Log In'.

Once you have successfully logged in, you will see the webpage change back to the homepage, the only difference is that at the very top you can see who is logged on and the link to 'Log In' has now changed to 'Log Out'. Under the UH Logo on the upper left of the webpage, click on Subscriber's Corner. (You will not see List Management on your screen unless you are a manager of a list).

You may or may not see a list or two already subscribed under your name. These will probably be graduate student lists that were subscribed for you when you became a student.

Type in LIS-STU in the 'Search for List' box and change the drop down menu option to say 'Show All Lists'. Click on Search.



You should see the following screen, click on the checkbox on the left of LIS-STU then change the drop down menu option to 'Subscribe'. Click on Submit. You will be sent a confirmation email. Check your email inbox for the confirmation email with the link. As soon as you have confirmed your subscription, another message will appear saying that your subscription to LIS-

STU will need to be approved by the manager first. As soon as your account has approved, you will receive email about this notification.

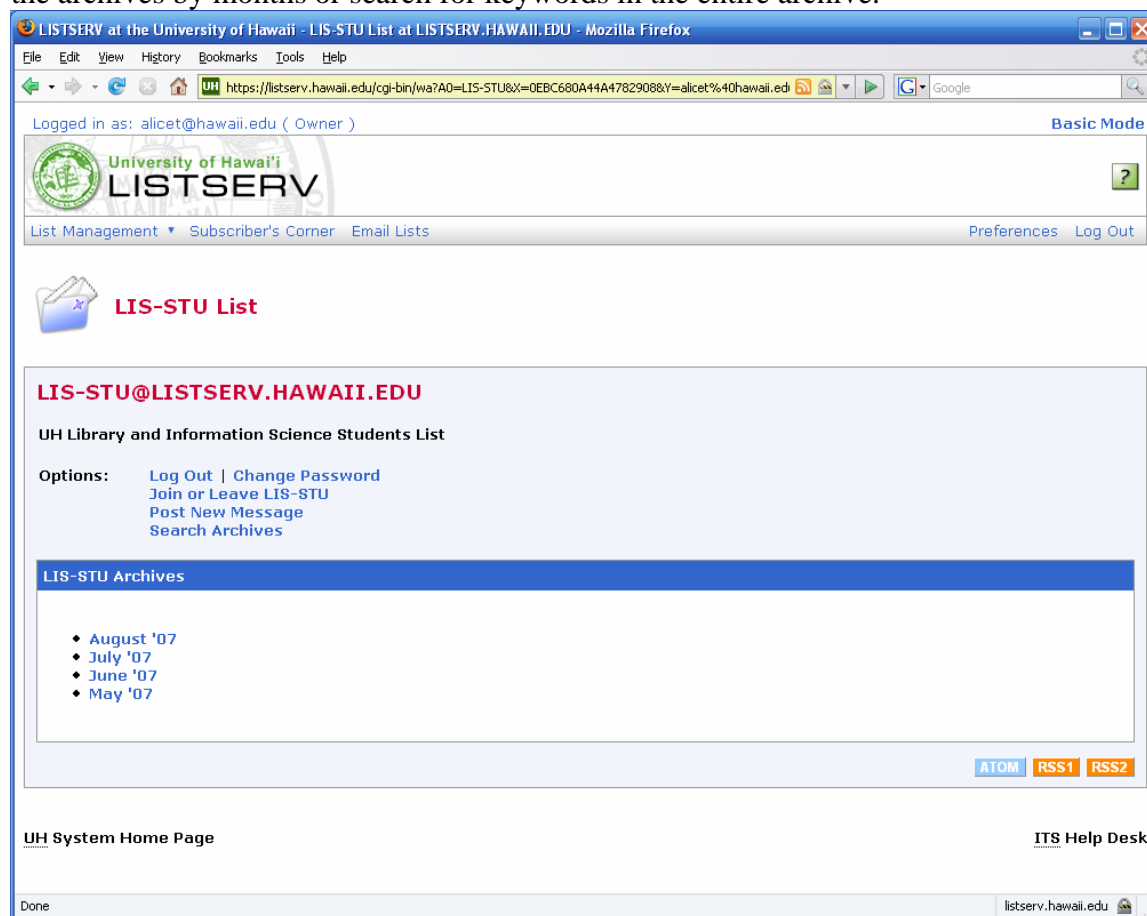
The LIS-STU LISTSERV has a policy to accept only UH email addresses as subscribers, if you're email does not end in hawaii.edu, you will not be approved.

As soon as you are approved, you may change the settings for your subscription by clicking on [Settings] next to the LIS-STU name in your Subscriber's Corner. It is suggested that you keep your 'Subscription Type' to 'Regular' as this keeps you up-to-date within the LIS program.

Please note that the 'Leave LIS-STU' button means you will be unsubscribing to LIS-STU.

Searching the Archives

If you need to search old emails sent via LIS-STU, you can make use of the archive feature. Click on LIS-STU and you will be brought to the LIS-STU homepage. You can browse through the archives by months or search for keywords in the entire archive.



The screenshot shows a Mozilla Firefox browser window displaying the LIS-STU LISTSERV homepage. The browser's address bar shows the URL: <https://listserv.hawaii.edu/cgi-bin/wa?A0=LIS-STU&X=0EBC680A44A4782908&Y=alicet%40hawaii.edu>. The page is titled "LISTSERV at the University of Hawaii - LIS-STU List at LISTSERV.HAWAII.EDU". The user is logged in as "alicet@hawaii.edu (Owner)" in "Basic Mode". The page features the University of Hawaii logo and the "LISTSERV" text. Navigation links include "List Management", "Subscriber's Corner", "Email Lists", "Preferences", and "Log Out". A folder icon represents the "LIS-STU List". The main content area is titled "LIS-STU@LISTSERV.HAWAII.EDU" and "UH Library and Information Science Students List". Under "Options:", there are links for "Log Out", "Change Password", "Join or Leave LIS-STU", "Post New Message", and "Search Archives". A section titled "LIS-STU Archives" contains a list of months: August '07, July '07, June '07, and May '07. At the bottom of the archive section are "ATOM", "RSS1", and "RSS2" buttons. The footer includes "UH System Home Page" and "ITS Help Desk". The browser's status bar shows "Done" and the domain "listserv.hawaii.edu".

Remember to log out of your account when you are done!

Created on 8/15/07.

Last updated on 8/20/2007.