

Electronic Distribution Lists

To Subscribe to an Electronic Distribution List

- Go to <http://listserv.ou.edu/>
- Scroll down until you see a list of links. Go to the first one, **Web Archives Page**.
- Choose the list you wish to subscribe to and click the link.
 - SLIS has two lists that might be of interest to you, the SLIS job posting list (LISJOBS-L) and the SLIS alumni list (OUSLISALUN-L).
- Then click on **Join or leave the list (or change settings)**.
- Type your email address and name in the boxes provided, then look over the options under: **Subscription type**, **Mail Header Style**, **Acknowledgements**, and **Miscellaneous** to select your email preferences. When you have made your selection or if you do not have any changes, click on **Join the List** button at the bottom of the screen.
- Within about five or ten minutes, a confirmation email will be sent to the address you submitted. You must follow the instructions given in the email in order for your subscription to become active.
- A few minutes later, an email will be sent to you acknowledging your confirmation.

To Cancel a Subscription to an Electronic Distribution List

- Return to the list you joined and click on the **Leave the List** button at the bottom of the page.
- Within five or ten minutes, an email will be sent to you to confirm your cancellation of the subscription. Follow the instructions given in the email.