

Quick Guide: HMS Student Listservs

The **HMS Student List-Servs**, or Mailing Lists, were created to allow HMS, HSDM, HST and DMS predoctoral students to communicate to other HMS/HSDM/DMS/HST predoctoral students regarding student activities and student announcements.

1. Sign Up For an Account:

1. Launch a web browser (such as Internet Explorer, Mozilla Firefox) and go to the following site:
<https://listserv.med.harvard.edu/scripts/wa.exe>
2. You can register for an account by clicking on the "**Get a Listserv password for this server**" link under the **Assistance** heading on the main LISTSERV® 14.5 webpage.
3. ****Please sign up with your primary HMS email address** (example:
firstname_lastname@hms.harvard.edu)

2. Logging In

- If you already have an account, proceed to the Listserv **log-in** page:
<https://listserv.med.harvard.edu/scripts/wa.exe?LOGON>

3. Subscribing/Unsubscribing to a List

- Once you are logged in, click on the **Subscriber's Corner** link under the **Subscriber Pages** heading.
 - 1) Select **All Lists** in the **Show** option in the navigation left sidebar.
 - 2) Click the **Submit** button.
 - 3) Check the boxes next to the lists to which you would like to subscribe/unsubscribe.
 - 4) At the bottom of the List Names column, select the **Subscribe/Unsubscribe** option.
 - 5) Press the **Submit Changes** button.

Or you can send an email to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): "subscribe *listname* your name", where *listname* is the name of the list you wish to subscribe. (LISTSERV will get your e-mail address from the "From:" address of your e-mail message. *Please use your primary HMS Email Address.*)

To **unsubscribe** from a list, send email to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): "unsubscribe *listname*", where *listname* is the name of the list.

4. Sending Mail to a List

- Simply address your email message to: ***listname*@hms.harvard.edu** where *listname* is the name of the list to which you wish to post.

5. Changing Your Subscription Settings

➤ RECEIVING LISTSERV MESSAGES IN A SINGLE DAILY BLOCK:

- 1) Select **Subscribed Lists** in the **Show** option in the navigation left sidebar and click **Submit**.
- 2) Click on the name of the list you would like to modify – this will take you to the homepage of that particular list. Under the **Subscription Type** category, change your subscription setting from **Regular** to one of the **Digest** options (*see Item 6 for digest options*)

Or you can send the following command to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): "set *listname* digest", where *listname* is the name of the list.

➤ RECEIVING INDIVIDUAL LISTSERV MESSAGES:

- 1) Select **Subscribed Lists** in the **Show** option in the navigation left sidebar and click **Submit**.
- 2) Click on the name of the list you would like to modify – this will take you to the homepage of that particular list. Under the **Subscription Type** category, change your subscription setting from the current **Digest** setting to **Regular**.

Or you can send the following command to listserv@listserv.med.harvard.edu with the following text in the message body (without quotations): "set *listname* nodigest", where *listname* is the name of the list.

6. Digest Options

- You can change your subscription to a list to a digest. This means that you won't receive individual mailings sent to the list, but will instead receive a daily e-mail containing all of that day's messages. There are three formats for digests. The display of the MIME and HTML formats may differ depending on the e-mail client you use.
 - 1) **Text:** A plain format text e-mail containing all of the day's messages.
 - 2) **MIME** (Multipurpose Internet Mail Extensions): Each of the messages for the day is packaged into text-format attachments which can be individually opened.
 - 3) **HTML:** Each of the messages for the day is packaged into HTML-format attachments, and an HTML message with links to the attachments is provided.