



# ACCISNET *elist*

[elist@accisnet.org](mailto:elist@accisnet.org)

The ACCIS e-mail discussion list is available to all members. Each person may subscribe when their account is created on the NetForum website.

To subscribe, send the message below to [listserv@accisnet.org](mailto:listserv@accisnet.org):

*subscribe elist FirstName LastName*

After your subscription request is approved, you may send e-mail messages to the discussion list at: [elist@accisnet.org](mailto:elist@accisnet.org)

## Search The Archive

All e-mail messages are archived on the ACCIS website.

You can search the messages by sending this command to [listserv@accisnet.org](mailto:listserv@accisnet.org):

*search elist [word]*

using the word(s) you are searching for.

## Subscription Options

The default setting is to receive individual e-mail messages. This option works best for most people.

Messages can be grouped into a Digest. The format of the Digest can be a problem, particularly for users of the First Class e-mail system. Try out each format to see which one works best for you.

To change to Digest format, send one of the following messages to [listserv@accisnet.org](mailto:listserv@accisnet.org)

*set elist NOMIME DIGEST*  
[Plain text messages]

*set elist NOHTML MIME DIGEST*  
[Messages with rich text MIME format]

*set elist HTML DIGEST*  
[Messages with full HTML formatting]

## User Agreement

By using the ACCIS websites and e-mail lists, you agree to abide by the User Agreement which can be found on the ACCISnet website here:

[http://accisnet.org/ACCIS\\_terms\\_of\\_agreement](http://accisnet.org/ACCIS_terms_of_agreement)



# ACCISNET *eList*

## Subject Line

The topic used in the subject line is important. It gives the readership of the list an idea of what the message is about. This is helpful for those receiving the digest version of the eList.

The subject line is also used in the web archive to create the topic. Replies using the same subject line are added to the archive as replies to the topic.

## Reply to Digest – Subject Line

When replying to the eList, the subject line will contain the date of that Digest. For example:

ACCIS Digest – 10.11.09

As noted to the left, a more specific subject line will help readers understand to which topic you are commenting.

## Reply to Digest – Message Body

When one replies to the digest e-mail, all the content from that digest is included in the new message. If someone then replies to the next digest in the same manner, the messages sent out, both individual and digest, can become very hard to read.

Please try to edit the body of the message when replying to the digest message. Leave the part of the message to which the new e-mail is referring to.

## Website

Options for the eList, the archives, and even posting messages can be done through the web as well. Visit the site below and follow instructions for setting a password:

<http://accisnet.org/cgi-bin/lsv/wa?A0=ELIST>

## User Support

A dedicated e-mail address is used for all technical support questions regarding the ACCIS website and the eList. Questions, problems, and suggestions may be sent to:

[websupport@accisnet.org](mailto:websupport@accisnet.org)