

SASA eLists

Frequently Asked Questions (FAQ)

How do I JOIN a SASA E-List?: To Get on the E-mail Discussion List You Need to: Be sure your annual SASA dues are paid (if assessed) and send an e-mail message to:
Listserv@listserv.buffalo.edu

Use any subject you choose. The following message must be in the message body:
Subscribe LISTNAME Yourfirstname Yourlastname.

Where LISTNAME = the actual name of the list (everything before the @ symbol in the list address).
Examples:

Subscribe SUNY-SASA-LIST Richard Bentley

Subscribe SUNY-SASA-BOOKSTORE-LIST Richard Bentley

Your return e-mail address is automatically 'read' by the listserv in the message you send. Your subscription request will go to the list coordinator(s) for verification, and if your campus dues are current you'll be added to the discussion list and you'll receive an automated welcome message (currently there are no SASA annual dues).

My Message to a List got rejected; How do I resolve it?: All SASA lists are restricted to curtail junkmail. Only subscribers to a list can post messages to that list. If you know you are subscribed to the list, but get a rejection notice, it's often because your subscribed e-address does NOT exactly match the e-address you are sending your message from (such as when your campus e-address format has changed or uses an 'alias'). The listserv checks the "sent from" eAddress on a message for an exact match to the subscribed eAddress. Follow the "update your e-address instructions" below to resolve the problem.

How Do I UPDATE My e-Address?: You can revise your own e-address on any SASA e-list by sending the following two line message:

1. Send message to: Listserv@listserv.buffalo.edu

2. In the message body, place the following on two separate lines (the first deletes your old and the second line subscribes you under your new address:

First Line: Signoff LISTNAME

Second Line: Subscribe LISTNAME yourfirstname yourlastname

Where LISTNAME= the actual name of the list (everything before the @ symbol in the e-list address).

Example:

Subscribe SUNY-SASA-LIST Richard Bentley

Alternatively, if you are computer handicapped or it just doesn't work for whatever reason, you can just send Rich Bentley an e-mail message RBentley@downstate.edu and he'll process the e-mail address change on the list for you.

How do I know who all the subscribers are on a list? If you are a subscriber on a list, you can get all the subscribers on that list by sending an email addressed to: Listserv@listserv.buffalo.edu

Use any subject you choose. In the message body, place the following:

Review LISTNAME

Where LISTNAME = the actual name of the e-list (everything before the @ symbol in the list address).

Examples: Review SUNY-SASA-LIST

Review SUNY-SASA-BOOKSTORE-LIST

Within a few minutes, you'll receive back an automated reply with the list of all subscriber names and e-addresses on that list (you must be subscribed to the list to get the list).