

## **JOIN a SASA E-List:**

To subscribe to any SASA eList You Need to send an e-mail message to:

[Listserv@listserv.buffalo.edu](mailto:Listserv@listserv.buffalo.edu)

Type any subject you want (it is not "read" by the Listserv system).

Type the following line in the **Message Body**:

Subscribe LISTNAME Yourfirstname Yourlastname.

Where LISTNAME = the actual name of the list (everything before the "@" symbol in the SASA eList address).

Examples (if John Doe was subscribing to the SASA Bookstore eList):

Subscribe SUNY-SASA-BOOKSTORE-LIST John Doe

- You can subscribe to more than one list in a single eMail message by placing separate individual lines in the message body for each LISTNAME that you want to subscribe to.
- Remove any auto-signature line(s) from the Message Body

Your 'from' e-mail address is automatically 'read' by the listserv. Your subscription request gets auto-forwarded to the list coordinator(s) for verification/approval. When approved, you'll receive an automated welcome message.