

SASA eLists

Frequently Asked Questions (FAQ)

1. **How to JOIN a SASA E-List:** To subscribe to a SASA eList, send an e-mail message to: Listserv@listserv.buffalo.edu

Use any subject you choose. Type **ONLY** the following message in the **message body**:
Subscribe LISTNAME Yourfirstname Yourlastname.

Where LISTNAME = the actual List name (anything before the "@" in the respective SASA eList address).

Example (if John Doe is 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 SASA eList you want to subscribe to.
- Remove any automatic 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.

2. **My Message to a List got rejected;** How do I resolve it?: All SASA lists are restricted to curtail junkmail and only subscribers to an eList can post messages to that eList. 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 (campus eMail systems often auto-forward incoming mail addressed to old formats to the current campus eAddress format). 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.

3. **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 **ONLY** the following on two separate lines (the first deletes your old and the second line subscribes 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-DINING-LIST John Doe

- Remove any automatic signature line(s) from the message body
- 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.

4. **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 **ONLY** 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-DINING-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 (Note: you must already be a subscriber on that eList).