

# User Services

**June 2000**

## Stay Informed with ITS

Information Technology Services (ITS) has two mailing lists, [info@its.msstate.edu](mailto:info@its.msstate.edu) and [alert@its.msstate.edu](mailto:alert@its.msstate.edu), that will keep you informed on the status of the MSU network and other information technology events. **Alert@its** provides information regarding imminent or ongoing unplanned outages and service interruptions, as well as virus alerts. **Info@its** furnishes general news and information about services and other activities within ITS.

To receive email from these voluntary mailing lists you need to subscribe to one or both of them. Subscribing is a four step process: 1) you send a request to subscribe, 2) you receive a confirmation email, 3) you reply to the confirmation email and, 4) you will receive a final email introducing you to the list(s).

There are two ways to begin the subscription process: using the MajorCool E-Mail List Manager or sending an email directly to [majordomo@its.msstate.edu](mailto:majordomo@its.msstate.edu).

### Subscribing with the MajorCool E-mail List Manager

To use the MajorCool E-Mail List Manager

1. Open your **Internet browser**.
2. Go to <http://www.msstate.edu/cgi-bin/majordomo/>.
3. Enter your **email address**.
4. Select the **All** radio button.
5. Click **Go**.

Enter your e-mail address: (e.g.: "jdoe@host.dom.ain")

Your E-Mail Address:

Browse Which Lists?  Subscribed  Unsubscribed  All

My Owned Lists  Owner-less

Find:

QuickView  (No Subscription Tests For Faster Browsing Mode?)

6. Locate **alert** and **click the box**.
7. Locate **info** and **click the box**. (You can subscribe to one or both.)
8. Scroll to the bottom of the page and click **Apply**.

<input checked="" type="checkbox"/>	<a href="#">alert</a>	ITS Alert Notifications
<input checked="" type="checkbox"/>	<a href="#">info</a>	ITS Informational Notices

### Subscribing Through Email

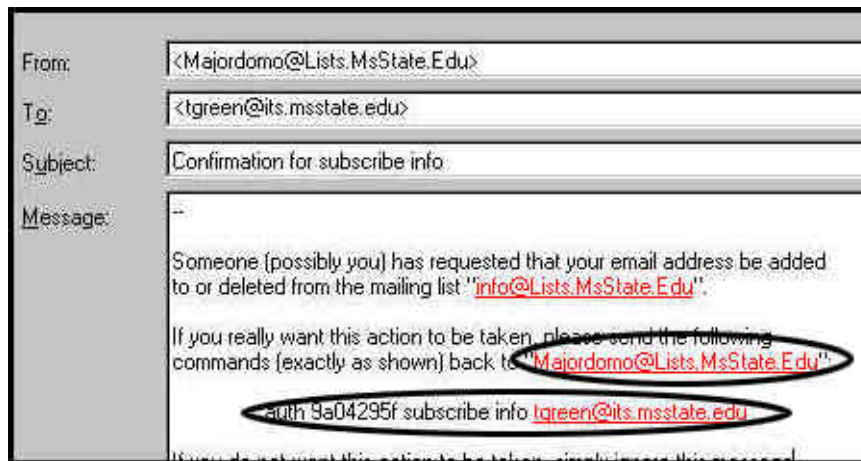
1. Open your **email program** and start a **new message**.
2. Enter **majordomo@its.msstate.edu** as the **TO:** address.
3. Nothing is required in the Subject box.
4. Type **subscribe alert** or **subscribe info** in the message box.
5. **Send** the email.



### Confirmation

Regardless of the method you use to subscribe to the lists, after a short time you will receive email asking you to confirm the subscription.

1. **Open** and **reply** to the email.



2. **Type** the command line exactly as shown in the email. (You can also cut and paste.)
3. **Send** the email.
4. Complete this process for each list you are subscribing to.



You are now subscribed to the alert and/or info mailing lists and will begin receiving posted email. For more information about subscribing to these lists, please contact the Help Desk at 325-0631 or visit <http://www.its.msstate.edu/maillists.htm>.

### Unsubscribing

Save the final email because it contains detailed instructions for unsubscribing.

#### **Contact Information:**

Voice: 325-0631

E-mail: [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu)

Web: [www.its.msstate.edu](http://www.its.msstate.edu)