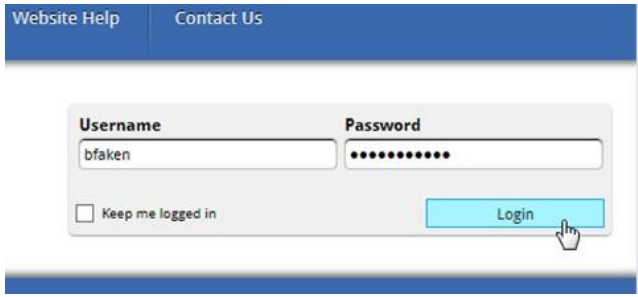


Subscribing to and Using the E-list (Formerly known as Listserve)

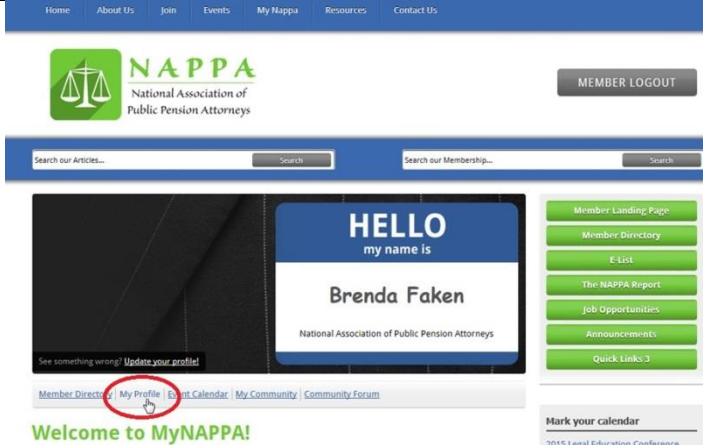
The new website offers an **E-list** functionality (*similar to the old Listserve*). The big difference is that you **MUST** subscribe to the **E-list(s)** to receive the emails. The NAPPA office and Board members frequently use the Listserve to send out important notices to members so it is vital that you subscribe so that you continue to receive these communications.

PLEASE NOTE: Once you've subscribed, you can continue to send emails to the **E-list** as you have in the past from Outlook (or other email provider) by addressing an email to thelist@nappa.org (all members) or to ppfunds@nappa.org (governmental members). A new feature about replying from Outlook is introduced at the end of this document.

How to Subscribe? Let's get started!




1. Go to www.nappa.org.
2. You must be logged in to subscribe. Log in with your current Username and Password.
3. If you have forgotten your password, see the instructions for “**How to Login**” located under the Website Help menu item.



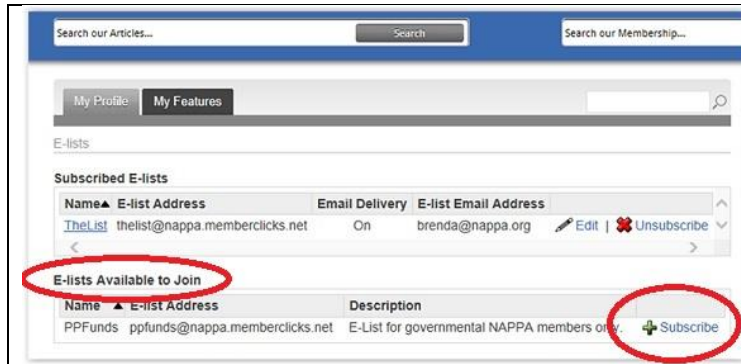
1. When you see “Hello My Name Is...” you have reached the “**Member Landing Page.**”
2. Click **My Profile** (indicated by red circle) or click **E-list** from the green **Quick Links** on the right.

No matter whether you click **My Profile** or **E-list** from the **Quick Links**, it will bring you to your profile.

1. Hover your mouse over the **My Features** tab and click on **E-list** from the drop-down menu.



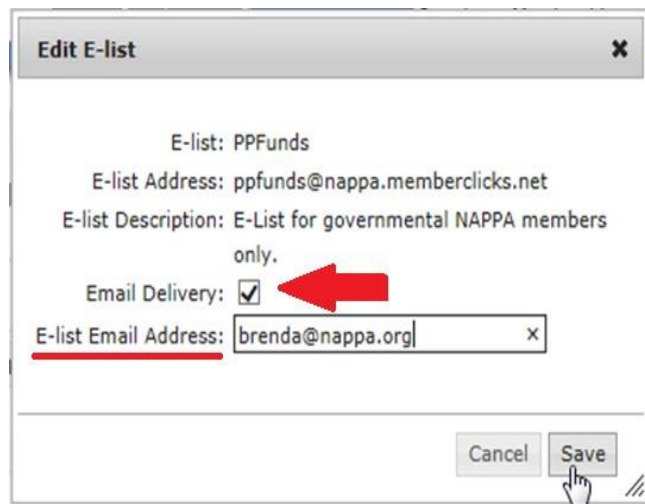
The screenshot shows a user profile page with a navigation bar at the top containing 'My Profile' and 'My Features' tabs. Below the navigation bar is a profile picture of a woman. Underneath the picture is the 'Profile Details' section, which includes the following information: Username: BFaken, Group: Staff, Email: brenda@nappa.org, Membership Date: 11/01/2012, First Name: Brenda, Last Name: Faken, Title: Administrative Technician, and Organization: National Association of Public Pension Attorneys.



The screenshot shows the 'E-lists' section of a user profile. It is divided into two parts: 'Subscribed E-lists' and 'E-lists Available to Join'. The 'Subscribed E-lists' table has columns for Name, E-list Address, Email Delivery, and E-list Email Address. It lists 'TheList' with an email address of thelist@nappa.memberclicks.net and a delivery status of 'On'. The 'E-lists Available to Join' section lists 'PPFunds' with an email address of ppfunds@nappa.memberclicks.net and a description: 'E-List for governmental NAPPA members only.'. A red circle highlights the 'Subscribe' button for the 'PPFunds' list.

1. The **E-lists** that are available for you to join are listed.
2. Click **Subscribe**.

1. In this example, the **E-list** is for ppfunds (governmental members), but the steps are the same for thelist (all members).
2. **VERY IMPORTANT!** Check the box for email delivery so that the email is sent to your Outlook inbox (or gmail, etc.)
3. If you do not check the box, **E-list** messages will only be viewable after logging on to the website and navigating to **My Profile**.
4. Enter your email address.
5. **Save**.



The screenshot shows the 'Edit E-list' dialog box. It contains the following information: E-list: PPFunds, E-list Address: ppfunds@nappa.memberclicks.net, E-list Description: E-List for governmental NAPPA members only., Email Delivery: , and E-list Email Address: brenda@nappa.org. A red arrow points to the checked 'Email Delivery' checkbox, and a hand cursor is over the 'Save' button.



The screenshot shows a user interface for 'My Profile' with a search bar and tabs for 'My Profile' and 'My Features'. Below, there's a section for 'E-lists' and a table titled 'Subscribed E-lists'. The table has columns for Name, E-list Address, Email Delivery, and E-list Email Address. Two rows are visible: 'PPFunds' and 'TheList'. The 'TheList' row is circled in red. To the right of the table are 'Edit' and 'Unsubscr' icons for each row.

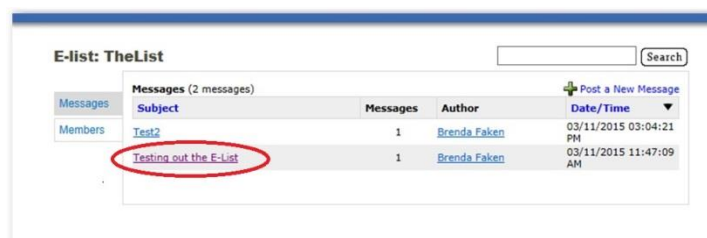
1. After you have successfully subscribed to the **E-list(s)**, your screen will look like this.
2. Click on **TheList** to access this portion. (Or click **ppfunds** for access to these emails.

How to Use – Using E-list From Within the My Profile Area

Features of E-list:

- Send **E-list** messages and replies from within the **E-list** module of **My Profile** (if you choose).
- Access previous messages sent to the **E-list** even if you deleted them from your personal Outlook inbox.
- See which member posted a message.
- View how many replies and read replies.
- Search messages by keywords.
- Sort message by Subject or the Date/Time by clicking on the word “Subject” or “Date/Time.”

1. Here you see two messages, “Test2” and “Testing out the E-list.”
2. To read the message, click the subject name of one of the messages. We’ll select “Testing out the E-list.”

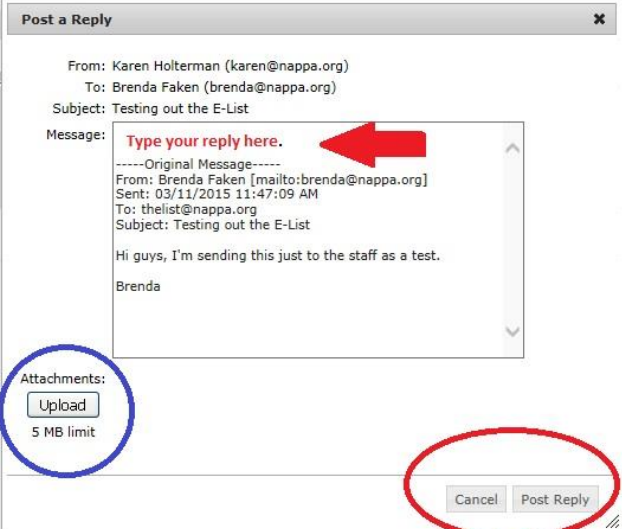




1. Now you can read the message.
2. You can also post a reply from here (or from the email of your Outlook inbox).
3. To reply, check the box by **Tag** and click on **Reply**.

1. Type your reply above the original message.
2. You can also attach a file. Note the size limit for a file is 5 MB.
3. Click **Post Reply** or **Cancel**.

Note: You don't have to use this method for replying. You can find the original email in your Outlook inbox and reply there too.




1. Previously we opened the message to view it. It started out with **“Hi guys....”**
2. You can search by a keyword.
3. Here we're searching on the word **“guys.”**
4. Type your word and click **Search**.

1. As you can see, the search was successful.

2. The message with the subject of "Testing out the E-list" contains the word "guys" in the body of the message.

E-list: TheList

Search Results: guys		
Messages	Subject	Author
	Testing out the E-List	Brenda Faken

How to Use – Sending and Replying from Outlook

Sending emails from Outlook: You will continue to address emails to thelist@nappa.org (all members) and ppfunds@nappa.org (governmental members). That has not changed. From Outlook (or another email provider) type your message to the address(es) above. **YOU MUST BE SUBSCRIBED BEFORE YOU WILL BE ABLE TO SEND OR RECEIVE MESSAGES!**

Replying from Outlook:

1. When you receive an **E-list** email in Outlook, you have the choice to **Reply to Sender** or **Reply to List**.
2. **Reply to Sender** will only send your reply to the member who originally sent out the email.
3. **Reply to List** will send your reply to the entire list it was originally sent to. (ppfunds email will only go back to ppfunds members.)

