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 Listserv 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!

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.

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**.
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.

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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.

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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.

**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.)