Your first assignment for this class will be to join a listserv discussion group -

TIMONE@LIST.MSU.EDU

I will be sending you information through this address, so you need to sign up immediately.

To join the list, use your e-mail application to send an e-mail message to

LISTSERV@LIST.MSU.EDU

The text of the message should be

SUBSCRIBE TIMONE firstname lastname

where "firstname" is your first name and "lastname" is your last name. For example, if Brett Student wanted to subscribe to TIMONE, his or her e-mail message would read

SUBSCRIBE TIMONE BRETT STUDENT

After you have sent the message, check your e-mail for new messages. You should see a message with a title something like "Command Confirmation Request."

Use your e-mail program's reply function to answer the confirmation request. Type

OK

at the top of the message field. The OK has to be on the first line and there must be nothing else (not even a space) on the same line with it.

After you type OK, send your reply to

LISTSERV@LIST.MSU.EDU

Once you have sent your reply, check your mail again.

The Listserv program should have added your name and e-mail address to the TIMONE list.

If you receive a message saying that you have been “served out,” contact me. This means that the listserv program has decided to ignore any messages from you. I have to tell it to attend to your messages before you can proceed any further.