

California Bat Working Group Listserv Instructions

How the Listserv works:

Once you are subscribed, sending a message to:
cbwgList@redwood.humboldt.edu

Subscribing to the California Bat Working Group Listserv

To receive list mail at the address from which you're sending your mail, simply send a message to:

majordomo@redwood.humboldt.edu

In the body of the message say

```
subscribe cbwglst Myotis@ciliolabrum.com
```

(If you include signature messages, you may generate some return error messages.)

If for some reason you wish to have the mailings go to a different address (a friend's address, a specific other system on which you have an account, or an address which is more correct than the one that automatically appears in the "From:" header on the mail you send), then add that address to the command. For instance, if you're sending a request from your work account, but wish to receive cbwg mail at your personal account (for example Myotis@ciliolabrum.com), you'd put the line

```
subscribe cbwglst Myotis@ciliolabrum.com
```

in the mail message body.

A message will be sent to the address to be subscribed (which may or may not be the same as yours) containing an key that is required for initiating the subscription. Just copy and paste this authorization key text into the body of another message to . (Because of extra characters added in some email programs, it may not work to move the authorization text using a ?Reply? command.) This authorization step is a bit of extra hassle, but it helps keep you from being swamped in extra email by someone who forged requests from your address.

You should next get a welcome message, containing list policies and features. Save this message for future reference; it will also contain exact directions for unsubscribing. If you lose the intro mail and would like another copy of the policies, send this message to :

intro cbwglis

Unsubscribing from the California Bat Working Group Listserv

To unsubscribe from the CBWG listserv, simply send a message to

majordomo@redwood.humboldt.edu

In the body of the message say

unsubscribe cbwglis

(This command may fail if your provider has changed the way your address is shown in your mail.)

To remove an address other than the one from which you're sending the request, give that address in the command, for example

unsubscribe cbwglis Myotis@ciliolabrum.com