The UAccess Business Office Toolkit Listserv

Things to know:

- This list will be used to provide announcements about upcoming workshops and brown bags for the UAccess Business Office Toolkit.
- Anyone can join or remove themselves from the list. It is completely voluntary.
- You will receive email from this address uaccessbustoolkit@listserv.arizona.edu
- In an effort to keep spam out only an owner will be able to post to it.

Instructions for Subscribing:

1. Send an email to: listserv@listserv.arizona.edu
   No subject line is required.

2. In the body of the email, put this command:
   subscribe uaccessbustoolkit Firstname Lastname
   (Substitute Firstname/Lastname for your first and last name)

3. After 5 to 10 minutes, you will receive a confirmation email. You must follow the prompt in this email to complete your subscription. (Look for the first link in the email and click on it.) A browser window will open. There will be text on the webpage that indicates your response was successful.

4. Finally, you will receive one last email letting you know that "You are now subscribed to the ..." Congrats, you're in. No further action is needed.

Instructions for Unsubscribing:

1. Send an email to: listserv@listserv.arizona.edu
   Again, no subject line is required.

2. In the body of the email, put this command:
   signoff uaccessbustoolkit

3. After 5 to 10 minutes, you will receive a confirmation email that indicates you have been removed. There is no need to take any further action.