

## **AADPRT ListServ Instructions**

#### To subscribe to the AADPRT ListServ:

- 1. Send an email message to <u>listserv@lists.aadprt.org</u> with the following in the body of the message: SUBSCRIBE AADPRT-LIST-L **your name**
- 2. You will receive a confirmation email. Click on the link in the email to complete your subscription.
- 3. You will receive a welcome message with information. Please SAVE THIS MESSAGE as it contains important information.

## **Setting your password:**

- 1. Go to: http://lists.aadprt.org/SCRIPTS/WA-AADPRT.EXE?GETPW1=
- 2. Enter a password and click on the "Register Password" button.

# To post a message to the AADPRT Listserv:

- 1. Address an email message to: <a href="mailto:aadprt-list-l@lists.aadprt.org">aadprt-list-l@lists.aadprt.org</a>
- 2. Enter an appropriate title in the "Subject" field of your email program. Compose your message and send it.

## To send a reply to the author of a posting to the ListServ:

- 1. Copy the email address of the sender in the "From" field of the incoming email.
- 2. Click the reply button in your email software and paste the sender's address in the "To" field.
- 3. Compose your reply and send it.

## To send a reply to the ListServ:

- 1. Click the reply button in your email software.
- Enter AADPRT-LIST-L@lists.aadprt.org into the "To" field.
- 3. Compose your reply and send it.

#### To read the ListServ archives:

- 1. Go to: <a href="http://lists.aadprt.org/scripts/wa-AADPRT.exe?INDEX&X=05B1E52F03045042DE&Y">http://lists.aadprt.org/scripts/wa-AADPRT.exe?INDEX&X=05B1E52F03045042DE&Y</a>
- 2. Enter your email address and password.



3. Click on the link of the message you wish to read.

Note: you can post and reply to messages from AADPRT-LIST-L from the web archive page and there are several options for browsing and searching the archive.

## To unsubscribe from the AADPRT-list:

- 1. Go to: <a href="http://lists.aadprt.org/scripts/wa-aadprt.exe?subed1=aadprt-list-l">http://lists.aadprt.org/scripts/wa-aadprt.exe?subed1=aadprt-list-l</a>
- 2. Click on the button labeled "Unsubscribe (AADPRT-LIST-L)

# Listing of all AADPRT ListServs

You can subscribe to any of these. The above instructions apply to all of these lists.

Main: AADPRT-LIST-L

Assistant/Associate TDs: AADPRT-LIST-AA

Child/Adolescent TDs: AADPRT-LIST-CHILDPSYCH

Region I-VII: AADPRT-LIST-REGION-1 (just change the numeral for other

regions)

Small Programs: AADPRT-LIST-SP

VA: AADPRT-LIST-VA

Program Administrators: AADPRT-PROGRAM-ADMINISTRATORS-L