

How to Subscribe/Unsubscribe

Subscribe:

To subscribe to the listserv send an email to: listserv@marist.edu

In the body of the e-mail type: *Subscribe COHEAO-L*

You should receive the following reply from Listserv:

*> Subscribe COHEAO-L
Your request to join the COHEAO-L list has been forwarded to the list owner for approval. If you have any question about the list, then you can reach the list owner at COHEAO-L-request@VM.MARIST.EDU.*

Once your request has been approved by the listserv owner you will receive the following email message along with important information on your listserv subscription.

You have been added to the COHEAO-L mailing list (Coalition of Higher Ed Assistance) by "Koch, Jimmy" <jkoch@BOSEPUBLICAFFAIRS.COM>.

Subscribe Troubleshooting

If after you subscribe to the listserv you receive the following reply:

LISTSERV does not support messages with a MIME Content-Type of 'MULTIPART/RELATED'. If you are not familiar with MIME, you should forward a copy of this message to your support helpdesk. This error can be caused by attempting to send LISTSERV some non-textual data (such as an image or audio file) that it cannot do anything meaningful with, or by an incompatibility between your mail program and LISTSERV. For instance, your mail program may have decided to send your message to LISTSERV in a proprietary word processor format that LISTSERV does not know how to interpret. You can usually circumvent this problem by using the clipboard rather than drag-and-drop to copy the text of your message.

Please try the subscribe process again, this time remove your email signature line. This has been successful in our testing process as some signature lines included graphics that are incompatible with the listserv.

Unsubscribe:

To Unsubscribe to the listserv send an email to: COHEAO-L-signoff-request@VM.MARIST.EDU

Leave the body of the email blank.

-Or-

To unsubscribe to the listserv send an email to: LISTSERV@VM.MARIST.EDU

In the body of the email type: *SIGNOFF COHEAO-L*

Posting to the COHEAO-L Listserv

To post items to the listserv for discussion email to: COHEAO-L@VM.MARIST.EDU

Out of Office Message

If possible when using an "*Auto Reply*" message for times you are out of the office, please be sure to "Create a Rule" (this is easily done with Microsoft Outlook's Out of Office Assistant) that would prohibit sending your Auto Reply message to the entire listserv.