

ASP-L Listserv General Instructions

Subscribing for the first time:

1. Be sure you are sending this email from the address you want to use for your subscription.
1. Open an email to listproc@chicagokent.kentlaw.edu .
 - a. Please note that this is NOT the address you use to send an email through the listserv. This is a special email address for subscribing and unsubscribing.
2. Delete your signature and any other information in the body of the email.
3. Leave the subject blank.
4. In the body of the email, type:

SUBSCRIBE ASP-L FirstName LastName JobTitle Employer
5. This will send a subscription request to the listserv manager, who will approve your request manually. If you do not include your job title or employer, your request may be delayed.

Sending an email to the listserv:

1. Be sure you are sending this email from the address that is subscribed to the listserv. Non-subscribers cannot send emails through the listserv.
2. Open an email to asp-l@chicagokent.kentlaw.edu.
3. Type and send your email as you would normally.

Unsubscribing from the listserv:

2. Be sure you are sending this email from the address that is currently subscribed to the listserv.
 - a. NOTE: If you no longer have access to that email address, contact the listserv manager directly to unsubscribe.
3. Open an email to listproc@chicagokent.kentlaw.edu .
 - a. Please note that this is NOT the address you use to send an email through the listserv. This is a special email address for subscribing and unsubscribing.
4. Delete your signature and any other information in the body of the email.
5. Leave the subject blank.
6. In the body of the email, type:

UNSUBSCRIBE ASP-L
7. This will automatically unsubscribe your email address from the listserv.

Switching email addresses, when you can still access your original email:

1. Follow the instructions above to subscribe, using your NEW email address.
2. Follow the instructions above to unsubscribe, using your OLD email address.

Switching email addresses, when you cannot still access your original email:

1. Follow the instructions above to subscribe, using your NEW email address.
2. Send an email directly to the listserv manager (jessica.haseltine@gmail.com) and request that your old email be removed. The listserv manager will manually remove your old email address.

If you have questions or difficulties, you may contact the listserv manager directly at jessica.haseltine@gmail.com.