



Professional Development Listservs

Are you interested in joining an educational forum related to ELA, Math, Social Studies, Science, ELL-Bilingual Literacy or Special Education?

Join as many of the following listservs that you would like to be part of.

<u>Area</u>	<u>Listserv name</u>
ELA	ELAPD@lists.esboces.org
ELL Bi-literacy	ELLBiliteracyPD@lists.esboces.org
Math	MathPD@lists.esboces.org
Science	SciencePD@lists.esboces.org
Social Studies	SocialStudiesPD@lists.esboces.org
Special Education	SpecialEdPD@lists.esboces.org

How to subscribe to the listserv?

1. Create a new email message
2. In "To" type name of the listserv that you would like to subscribe to (*see above for listing of listservs; i.e. subscribe-ELAPD@lists.esboces.org*)
3. **Do not** put anything in the subject or body of the e-mail
4. Hit send
5. You will be notified by email within 48 hours that you have been added to the "ela" listserv
6. **Once this e-mail is received please click on the link to confirm your subscription to that listserv**
7. Another dialogue box will appear stating that your membership has been confirmed
8. You will then receive another e-mail stating that you have been subscribed to a particular listserv

How do I unsubscribe from a particular listserv?

1. To unsubscribe, from a particular listserv send a message to that listserv. (I.E. to unsubscribe to the cnet listserv = unsubscribe-cnet@lists.esboces.org ; **do not** put anything in the subject or body of the e-mail)
2. You will receive an e-mail stating that you have been unsubscribed to that particular listserv

How do I reply to a message that is sent to the list?

1. **DO NOT** use the "reply" button in your email program to reply to posting to the list **UNLESS** you want the whole list to receive your reply. **To send a private response to an individual member, create a new message to that person or use the "forward" option and type his or her address in the "TO:" line.**



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