New User Quick Guide for NAELA Listservs

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Questions?

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Access and Post to NAELA Listservs

Access the Communities Page

Begin by logging in to your NAELA membership account. The top of the screen should look like the picture below. Click on the "**Communities**" tab in the upper right corner (shown below in orange).
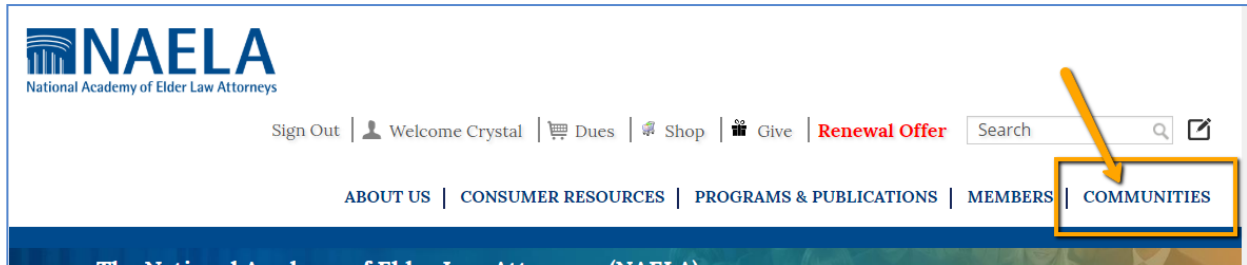
The system will automatically direct you to the Communities page, which is the home site of the listservs. You can find a list of all the NAELA Communities (Sections and Chapters), see a list of all your Communities, access previous listserv posts, make a post to your listservs, and connect with other members.

Making a Post – Using the Communities Website

Navigate to your Section or Chapter by clicking on the "**Communities**" tab at the top and then on "**My Communities**" (shown in orange), from the dropdown menu. Select your desired Section or Chapter from the listed groups.


The home screen for that group should look much like what is below. Using the blue tabs in the middle of the screen click on the one labeled "**Discussion**".

This will bring up a list of all the recent posts for that Section or Chapter, as well as offer you the option to post a new message. To post using the online system, click on the red button on the right side of the page (shown above in orange).

Making a Post – Directly From Your Email

You can also make a post to the directly from your own email system. Each listserv has its own unique address that you simply paste into the '**To:**' field of a regular email, as shown below. From there you would draft your post to the listserv, and press send just like a normal email.
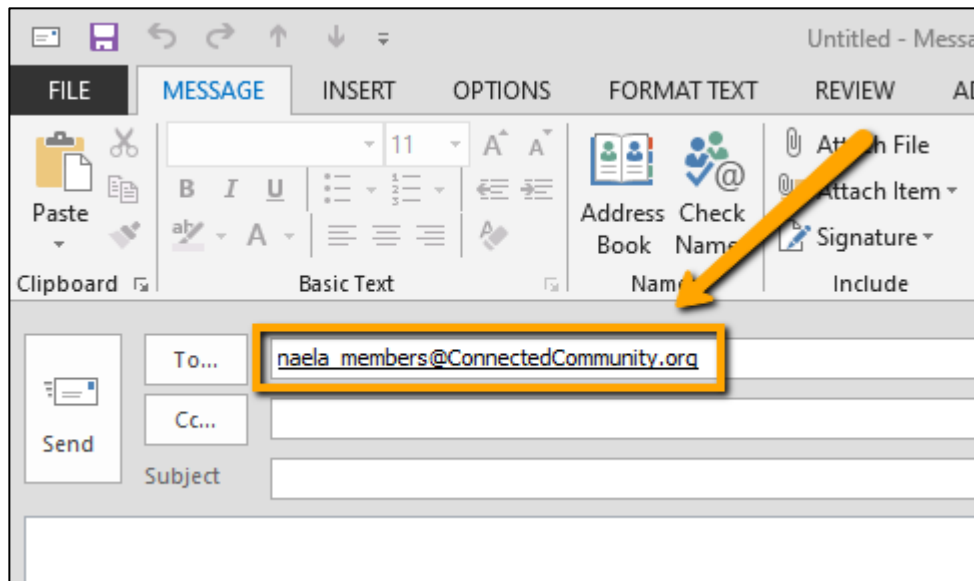

Note: The listserv only allows posts from email addresses registered with NAELA. Be sure to use the email address that is associated with your NAELA account when composing and sending your listserv post. For example, let's say that NAELA normally uses your firm email address for your listservs. If you

were to try to send an email using a personal AOL or Gmail account the listserv will not recognize it as a known email address. So, it would reject the post. If you send the same message using your firm email address then the listserv would recognize the address and allow the post to go through.

*TIP! Add your listserv email addresses to your inbox as a Contact
so that you can always easily compose a question to your Chapter/Sections.*

Responding to a Post – Directly From Your Email

Responding to a listserv post is just as simple as when you reply to your regular email. In your regular email account simply click on the email (listserv post) that you would like to post a reply to. Use the **Reply** button – no need to use Reply All. See below:
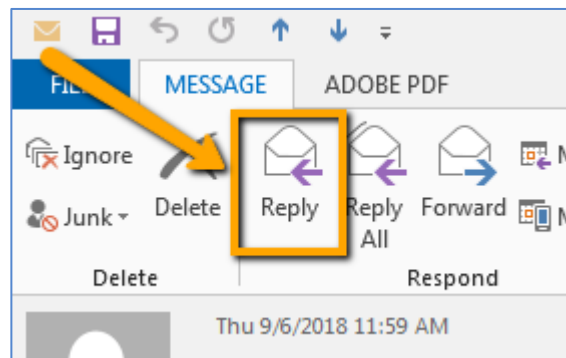
At the bottom of each listserv email you also have the option to respond directly to the sender of a post. In this case you are not responding to the entire listserv, only to the person who initiated the last post. This link is shown below in green. Note that there are several other links included in each post, including the link to respond the entire listserv (shown below in blue).
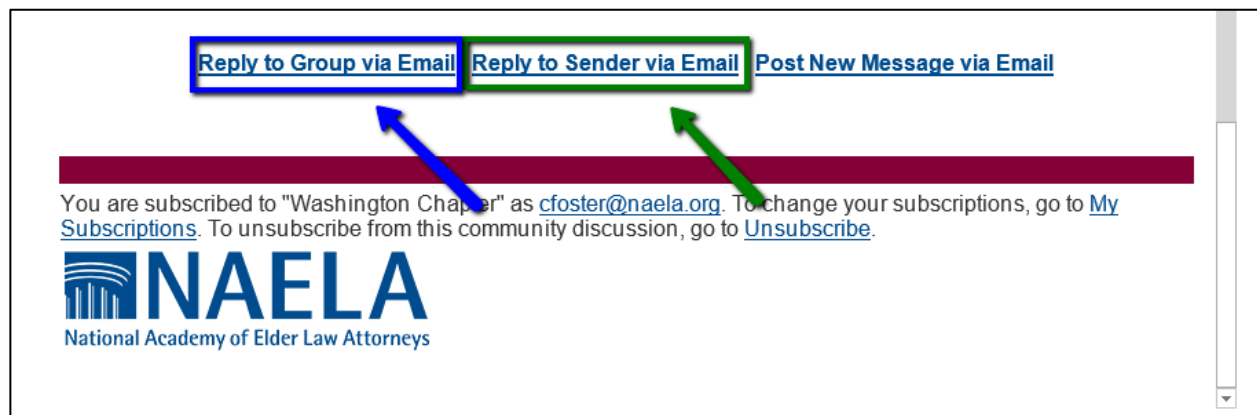
Responding to a Post – Using the Website

When you are in the Communities page this process is also quick and simple. In the Home screen of your group click on the message which you would like to post a response to (shown in orange).

Just the same as with a regular email, you have two options when you respond using the web. Use the red button on the right side of the screen to respond to the listserv as a whole (shown below in green) or the dropdown box to respond directly to the sender only (shown below in blue).

Changing Your Listserv Email Settings

## Changing the Listserv Delivery Options

At the top right of the main Communities home page is a link that reads "**My Profile**" (shown below in orange). To change settings related to your listserv delivery and email addresses click on that link and choose the "Profile" box from the popup options.

The first page of your Profile screen allows you to choose between three types of delivery settings for each of your listservs. The options are as follows:

- **Real Time** – An email is sent to your email address each time a message is posted to the group.
- **Daily Digest** – One daily email is sent to your email address containing all the day's posts.
- **No Email** – Emails are not sent to your email address. You may log on to the web to read them.
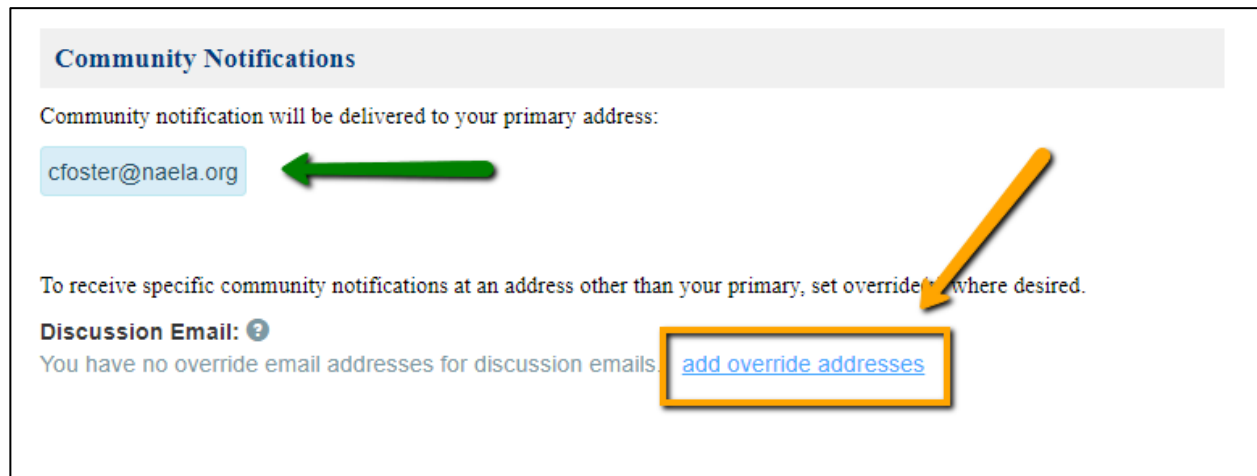
Each listserv can be set independent of any other groups, and you select your preference by clicking the column to the right of the name of the Chapter (see green arrow). Your setting is automatically saved once you choose a mailing preference.
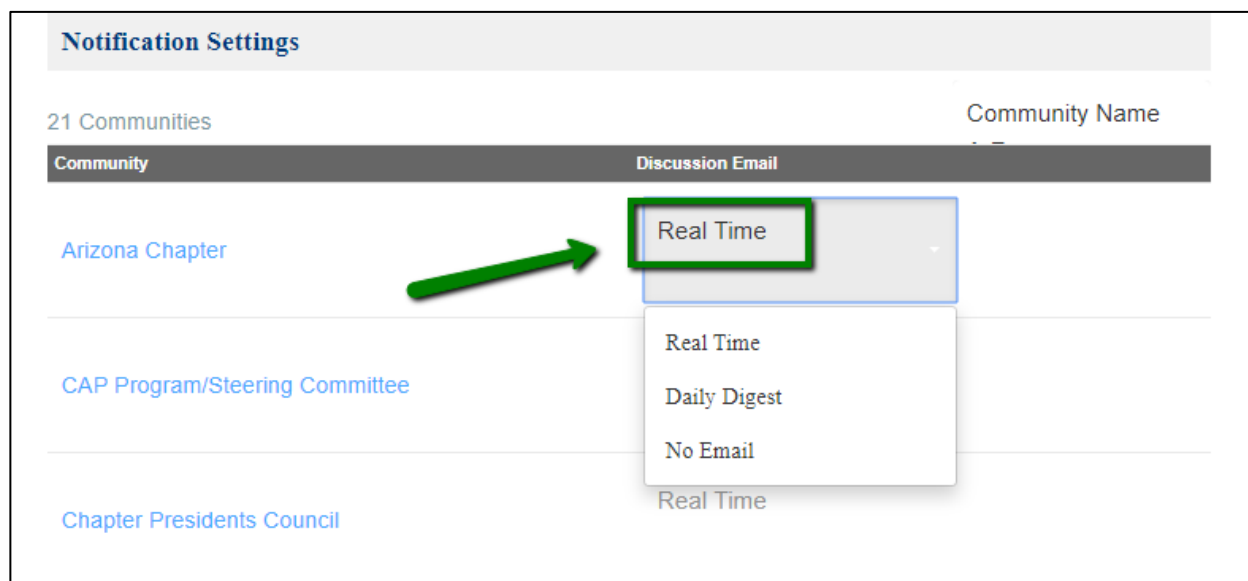
Adding/Changing Your Email Addresses

Included in your paid membership is access to the NAELA (National) Member listserv, which includes all members of NAELA. However, many members join other Chapters or Sections as well. Sometimes members prefer to have these listservs sent to a separate email account than their regular NAELA correspondence. This section will describe how you can add additional emails to your listserv account.

At the top of the first page of your profile screen you will find your main email address for all your listservs (see green arrow). You can add a secondary, or override email address, for one or more of your listservs by clicking on the link that reads "**add override addresses**" (shown below in orange).
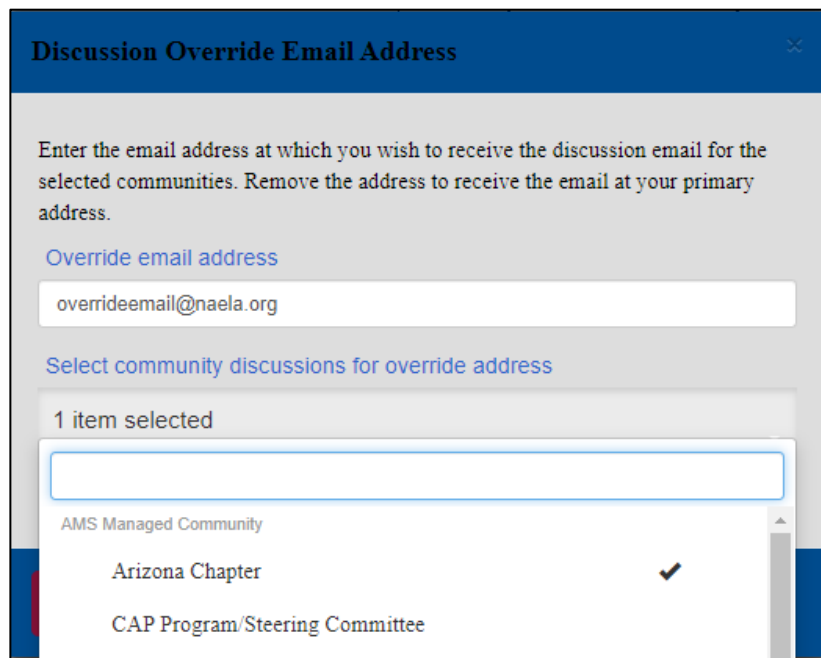
Community Notifications

Community notification will be delivered to your primary address:

cfoster@naela.org

To receive specific community notifications at an address other than your primary, set override where desired.

Discussion Email: ❓
You have no override email addresses for discussion emails. add override addresses

A box will open that includes an area to type in the override email address. Below it is an area to select one or more of the listservs that you would prefer to have use this override email.

Discussion Override Email Address   ✕

Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address.

Override email address

overrideemail@naela.org

Select community discussions for override address

1 item selected

AMS Managed Community

Arizona Chapter ✔

CAP Program/Steering Committee

Once you have selected all of your preferred listservs you must click the "Save" button or your changes will not be saved. (shown below in orange)

After you click "**Save**" you will be directed back to your main profile page. You can check that your override email was successful if you have a red button that looks similar to below – one which reads that you have an override address for your communities (see the orange arrow below). If you do not have a red button then repeat the process, ensuring that you click the "**Save**" button at the end.