

# College of Charleston Parent Listserv Instructions


To join the list, go to <http://www.cofc.edu/parents/> and scroll down to the parent listserv instructions.

Next, you will select the settings you want to use for your subscription and then click **[Join List]**. See the information below for details on the available settings.

LISTSERV 15.0 ?

Subscriber's Corner Email Lists Log In

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 **Join or Leave the COFCPARENT List** COFCPARENT Home

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**COFCPARENT**

This screen allows you to join or leave the COFCPARENT list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an email message with a confirmation code will be sent to the address you specify. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can update your subscription interactively without email confirmation by **logging in with your LISYSERV password (if you have one)**

**Name:**

**Email Address:**

**Subscription Type**

- Regular [NODIGEST]
- Digest (traditional) [NOMIME DIGEST]
- Digest (MIME format) [NOHTML MIME DIGEST]
- Digest (HTML format) [HTML DIGEST]
- Index (traditional) [NOHTML INDEX]
- Index (HTML format) [HTML INDEX]

**Mail Header Style**

- Normal LISYSERV-style header [FULLHDR]
- LISYSERV-style, with list name in subject [SUBJECTHDR]
- "Dual" (second header in mail body) [DUALHDR]
- sendmail-style [IETFHDR]
- Normal LISYSERV-style (RFC 822 Compliant) [FULL822]


**Acknowledgements**

- No acknowledgements [NOACK NOREPRO]
- Short message confirming receipt [ACK NOREPRO]
- Receive copy of own postings [NOACK REPRO]

**Miscellaneous**

- Mail delivery disabled temporarily [NOMAIL]
- Address concealed from REVIEW listing [CONCEAL]

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The following settings are available in the **Subscription Type** section:

- **Regular** – With a "regular" subscription, you receive individual postings immediately as they are processed by LISTSERV.
- **Digest (Traditional), Digest (MIME format), and Digest (HTML format)** – With a "digest" subscription, you receive larger messages (called "digests") at regular intervals, usually once per day or once per week. These "digests" are collections of individual list postings. Some lists are so active that they produce several digests per day.

Digests are a good compromise between reading everything as it is posted and feeling like the list is clogging your mailbox with a multitude of individual postings. There are three digest formats: a "traditional", text-only format; a MIME format, which (with mail clients that understand MIME digests) "bursts" the individual messages out of the digest so that you can read them separately; and an HTML format, which requires an HTML mail clients.

- **Index (Traditional) or Index (HTML format)** – With an "index" subscription, you receive short "index" messages at regular intervals, usually once per day or once per week. These "indexes" show you what is being discussed on the list, without including the text of the individual postings. For each posting, the date, the author's name and address, the subject of the message, and the number of lines is listed. You can then download messages of interest from the server (the index contains instructions on how to do that).

An index subscription is ideal if you have a slow connection and only read a few hand-picked messages. The indexes are very short and you do not have to worry about long download times. The drawback of course is that you need to reconnect to retrieve messages of interest from the server.

#### **Confirmation Email:**

After you click on join, you will receive a confirmation email. Follow the instructions to the instructions to complete the sign up process.

#### **To Leave the List:**

Listserv members can unsubscribe from the CofC parent listserv by going to this link <http://listserv.cofc.edu/cgi-bin/wa.exe?SUBED1=cofcparent&A=1>

1. enter your name
2. enter your email address you used to sign up for the listserv
3. click on the box at the bottom of the webpage - **LEAVE COFC PARENT**
  - After completing this process you will receive a notification email that you have been unsubscribed from the CofC Parent Listserv

#### **Questions:**

If you have any questions, please feel free to email [parents@cofc.edu](mailto:parents@cofc.edu).