



# NJCU-Community List Help

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Information Technology Services  
Rossey Hall, Room 049; Extension 3350

## About The NJCU-Community List

This list is designed to provide an open forum for discussion on a wide range of topics (e.g., personal announcements, condo rentals etc.). Subscription to this list is voluntary and available to all faculty and staff Email account holders. If the list is no longer of interest, the staff member has the ability to 'unsubscribe' from the list.

## General Policies for all Electronic Lists

- Postings should be brief and to the point.
- Detailed reference material should be posted to a web page and referenced in the message, rather than sent with the message as an attachment.

## How to subscribe to NJCU-Community List

Following are instructions to subscribe to the NJCU-COMMUNITY electronic list if you wish to send personal messages via the campus e-mail system:

1. Initiate an e-mail message to: [listserv@njcu.edu](mailto:listserv@njcu.edu)
2. In the text of the message type in the following:  
subscribe NJCU-COMMUNITY *Firstname Lastname*  
where,  
    Firstname = your first name  
    Lastname = your lastname
3. Send your e-mail message

You will receive an e-mail from the listserv indicating that you have been subscribed to the NJCU-COMMUNITY list.

## Sending Email to the NJCU-Community List

To send personal messages to the list, send to the following e-mail address:

[NJCU-COMMUNITY@njcu.edu](mailto:NJCU-COMMUNITY@njcu.edu).

## Unsubscribing from the NJCU-Community List

1. Initiate an e-mail message to: [listserv@njcu.edu](mailto:listserv@njcu.edu)
2. In the text of the message type in the following:  
Unsubscribe NJCU-COMMUNITY
3. Send your e-mail message