

# IMPACTNEWS LISTSERV

You have been added to the IMPACTNEWS mailing list. This is a LISTSERV set up just for current participants of Project ImPACT.

## How to Send Mail to the List

Now that you are subscribed to the list, all you need to do is ask your question or participate in the current discussion and wait for someone to answer.

### Posting new messages

To post a new message to the list you send mail to the list address using the same procedure as when you send mail to other people. Your mail program does not need to know that you are sending to a list. This is called "sending mail to the list," because you send mail to a single address and LISTSERV makes copies for all the people who have subscribed.

**If you want to send a message to all the people currently subscribed to the Impactnews list, send e-mail to: [impactnews@listserv.utk.edu](mailto:impactnews@listserv.utk.edu).**

### Replying to messages from the list

Once you become familiar with LISTSERV and mailing lists, you will probably want to respond to a posting you have read. Don't be shy! People will not get upset at you for contributing. The best way to respond is by using the "reply" function of your mail program (which is sometimes called "answer", "respond" or something similar). This way the message subject is preserved and the other subscribers can see that your message is a reply to the original question. You can of course post a new message, but you will then have to retype the subject, and if you enter something slightly different people may not realize it is a reply to a previous post.

**Please note: The Impactnews list is configured so that your "reply" is sent just to the sender of the initial LISTSERV message, not to everyone on the list. If you want to send a message to the whole list, you will need to retype the list address.**

### Viewing archived messages:

You may search the list, post to the list, or view all messages posted to the list each month by logging on to the following website:

**<http://listserv.utk.edu/archives/impactnews.html>**

## **WHY LISTSERV?**

Our goal is to provide important project information in a timely, efficient manner through the LISTSERV. Please check your e-mail on a regular basis, and always be sure to read your IMPACTNEWS carefully for important information. The LISTSERV may also serve as an effective communications tool among ImPACT participants as you seek to collaborate on lesson plan ideas, technology know-how, and share terrific web resources you have found. **Use it well, enjoy, and “see you on the list!”**