

## ListServ Instructions

The Knight News Listserv is a broadcast list only. PLEASE DO NOT REPLY TO ANY MESSAGES POSTED TO THIS LISTSERV. Individuals who post can be contacted directly, or feel free to ask a general question by e-mailing the school at: knightdalehs [at] wcpss [dot] net.

Information about subscribing, changing passwords, etc... can be found below. You can also make adjustments via e-mail by sending a message to: khs\_news-request [at] mailman [dot] wcpss [dot] net with the word help in the subject line or body, and you will get back a message with instructions. How to Subscribe to the Knight News ListServ

- Send an email to: khs\_news-join [at] mailman [dot] wcpss [dot] net
- Leave the subject line blank
- Type subscribe in the first line of the e-mail message body
- Send the e-mail. It should be sent as plain text mail and not HTML or other MIME types
- You will receive a confirmation e-mail asking you to reply in order to confirm your subscription request
- Reply to the confirmation e-mail
- You will receive a welcome message that will provide you with important information about your mailing list subscription. You may want to print this e-mail out and keep it in a safe place for your records.

If you are attempting to subscribe to the Knight News ListServ while on campus:

- Visit [http://mailman.wcpss.net/mailman/listinfo/khs\\_news](http://mailman.wcpss.net/mailman/listinfo/khs_news) and fill out the online sign-up.
  - You will be asked to provide an e-mail address, and you'll need to choose a password.
  
  - You will receive a confirmation e-mail asking you to reply in order to confirm your subscription request
  - Reply to the confirmation e-mail
  - You will receive a welcome message that will provide you with important information about your mailing list subscription. You may want to print this e-mail out and keep it in a safe place for your records.
- ### Unsubscribing From the Knight News ListServ
- Send an email to: khs\_news-leave [at] mailman [dot] wcpss [dot] net
  - Leave the subject line blank
  - You will receive a confirmation e-mail asking you to reply in order to confirm your unsubscription request. This email will begin with the phrase: "Mailing list removal confirmation notice for mailing list Khs\_news"
  - Reply to the confirmation e-mail
  - You will receive an unsubscribe message to verify that you have been unsubscribe. The subject line of this email will be - "You have been unsubscribed from the Khs\_news mailing list"

Please remember that this is a broadcast list only, to inform you of breaking news. Please do not reply to any e-mail posted.