

## **USING ATLA LISTSERVES**

### **Getting Started on the ATLA List is Easy**

First you'll need to join the ATLA list serves. ATLA has several lists including ATLA List, our general membership list, ATLA GOLD, our leadership list, and ATLA EL, our Emerging Leaders list. You can learn about joining the ATLA lists by calling (334-262-4974) or visiting [www.atla.net](http://www.atla.net) and clicking on the Listserve section under Member Services.

After you register you'll gain instant access to all of your colleagues' desktops with a single email, and you'll have access to a bounty of previously posted messages in ATLA's list archive.

### **How to Respond to Messages You Receive From the List**

During the business day, ATLA members send emails to the ATLA list. The ATLA list immediately forwards the message to you (and all other members on the list). You can choose to reply to the entire list, or reply to the author only, usually by clicking on the author's e-mail address which appears in the message.

Keep in mind, your response will be viewed by hundreds or thousands of members when you reply directly to the list serve. Exercise caution because there is no way to stop a message once you've sent it to the list.

### **Making Your List Manageable – Reducing Email**

Participating in a discussion list can be daunting unless you are able to effectively manage list messages in separate folders in your office e-mail. The ATLA Web site gives you greater control over your lists with the "My Settings" feature on the list serve tools. Going to My Settings will allow you to make changes to your mail delivery settings without having to call ATLA. Next we will describe some of your mail delivery options:

### **Frustrated with Too Much Mail? Change Your Delivery Settings**

You have several options for receiving mail messages, including not receiving any messages at all. The custom settings for each list let you decide how often you receive mail, and allow you to change settings as often as you like, which is particularly helpful if you go on vacation or you're busy in trial.

### **ATLA's lists have settings to fit every members needs:**

Changing your delivery settings to Vacation Mode means you won't receive any messages. However, you can view all of the messages by logging in to [ATLA.org](http://ATLA.org) and you can continue to post messages to the list serve.

Another mail delivery option is "Normal," which means that you will receive messages as they are contributed. This results in a continuous stream of messages throughout the day, and it allows you to quickly respond and participate in the list discussion.

If you want a single daily update of E-mail messages, we suggest the "Digest" mode, which consolidates a day's worth of list messages into a single E-mail.

Regardless of which method you choose, it's important to monitor messages and participate in the discussion – either via Email or by browsing the list archives at ATLA's Web site.