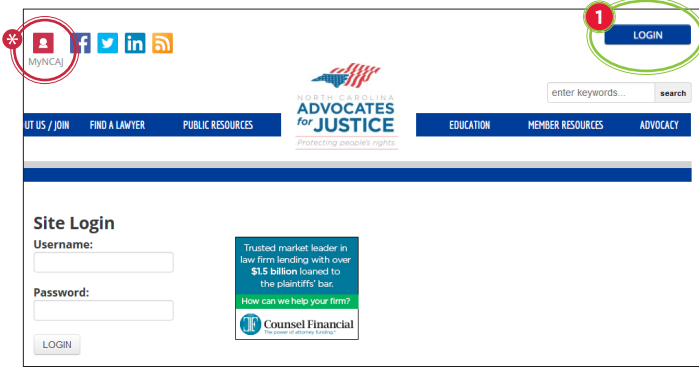


HOW TO USE NCAJ LISTSERVS


Most Section & Division listservs are an "OPT IN" membership benefit. Therefore, to begin receiving Section, Division or Caucus listserv messages contact amy@ncaj.com to set-up your listserv account.



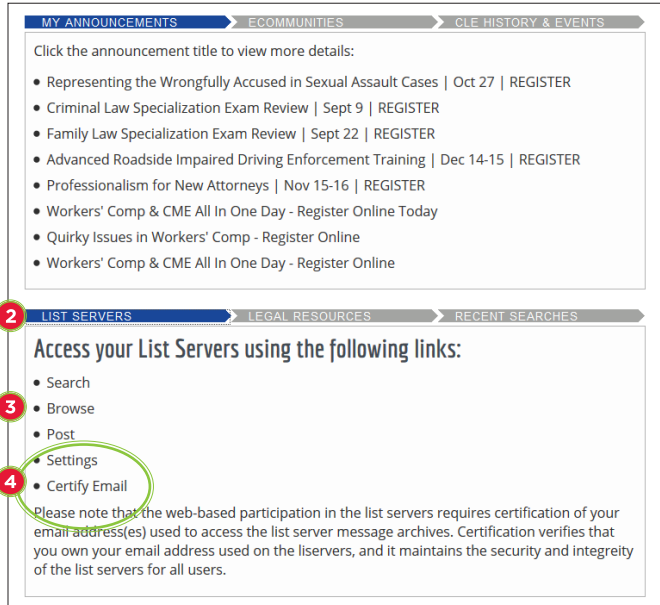
p 800.688.1413 • 919.832.1413 fx 919.832.6361 ncaj.com



1 Go to WWW.NCAJ.COM and click **LOGIN** at the upper right hand corner of the page

Once logged in, you will be on **Your MyNCAJ** page 

2 Scroll down to see the **LISTSERVS TAB** or click the **LISTSERVS** button at the top of the page.

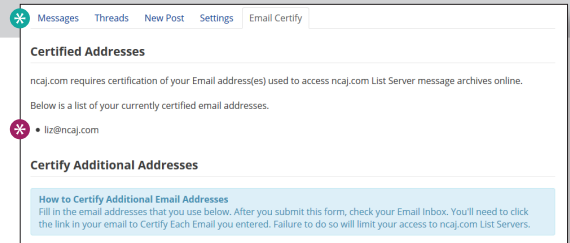


3 Click "**BROWSE**" to select one of your listservs and then read/search your messages
Or click "**POST**" to send an email to your selected listserv

4 If you don't see search results, first click "**CERTIFY EMAIL**"

In order to search the NCAJ listserv archives, you need to certify your email with Trialsmith (one time only).

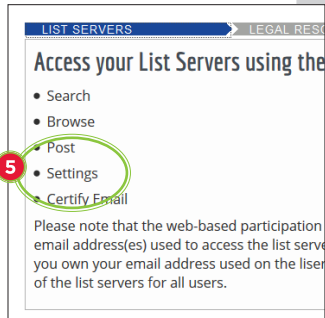
If you don't see your **email address listed**, follow the instructions in the blue box to certify your email. Once/if your email is certified, click the "**MESSAGES**" tab to view/search your listserv archive online.



5 You can adjust your listserv email delivery options by clicking "**SETTINGS**"

There are 5 listserv delivery options:

- 1 Normal** | Receive each listserv message as contributed [*default setting*]
- 2 Digest** | Receive ONE digest email DAILY, with each contribution listed in the body of the email
- 3 Digest** | Receive ONE digest email DAILY, with each contribution as an email attachment
- 4 Index** | Receive ONE daily email with only subject lines
- 5 Vacation/Web Only** | Receive NO messages in your inbox and use ncaj.com to read listserv messages online



TIP: If you are going on vacation and want to "**TURN OFF**" your listserv emails temporarily, visit "**SETTINGS**" and select the **Vacation/Web Only** mode.

You can always revisit this website to change to a different mode when you return to the office.

FREE NCAJ LISTSERVS (free with NCAJ membership)

Technology	ERISA
Veterans Affairs'	Republican Caucus

SECTION, DIVISION AND CAUCUS LISTSERVS (free with individual Section, Division or Caucus Membership)

Auto Torts & Premises Liability	Juvenile Defense
Civil Rights	Legal Assistants Division
Consumer/Commercial Rights	New Lawyers Division
Criminal Defense	Nursing Home Litigation
Disability Advocacy	Products Liability & Construction Defects
Eminent Domain	Professional Negligence
Employment Law	Women's Caucus
Family Law	Workers' Compensation
Hispanic Latino Division	
Immigration Law	