



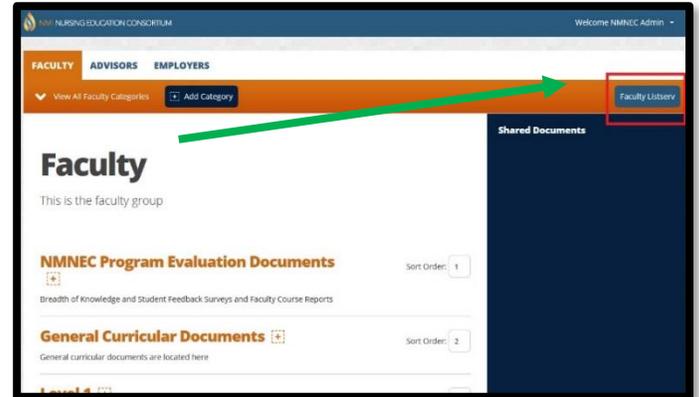
NMNEC Listserv

A User Guide to Navigate the NMNEC Listserv
*an email-based platform provided for Faculty and Advisors from
 NMNEC Full Member Schools to facilitate statewide collaboration*

Become a Member
Manage Your Profile
Post or Reply to a Topic

BECOME A MEMBER of the NMNEC LISTSERV

1. **Become a Member:** This is a 5-step process that takes approx 5 minutes
 - www.nmnec.org
 - Member Login (Faculty or Advisor)
 - Click Faculty Listserv/Advisor Listserv
 - Click "Request to become a member"
2. **Register:**
 - Enter your institutional email
3. **Set your Password** - at least 4 characters
4. **Change Profile:** Type in your First Name, Last Name, and School
5. **Awaiting Verification:**
 - Open your email message "verify your email address."
 - Follow the instructions in the email by clicking the link
 - This may take a few seconds
 - Once verified, return to the "awaiting verification" tab in your web browser and click the Finish button
6. **Request membership:**
 - Type your Name, Title, and School into the big textbox
 - Click the Request button
 - Your request will be sent to the NMNEC Staff. (The NMNEC Listserv is a closed/members-only Listserv that requires permission by NMNEC Staff. They will attempt to immediately respond to this request, however there may be a delay.)
7. **Waiting:** NMNEC Staff will review your request and will send you an email of acceptance with further instructions.
8. **Check your email inbox for this message: "Welcome to Faculty/Advisor"**
 Open and proceed.

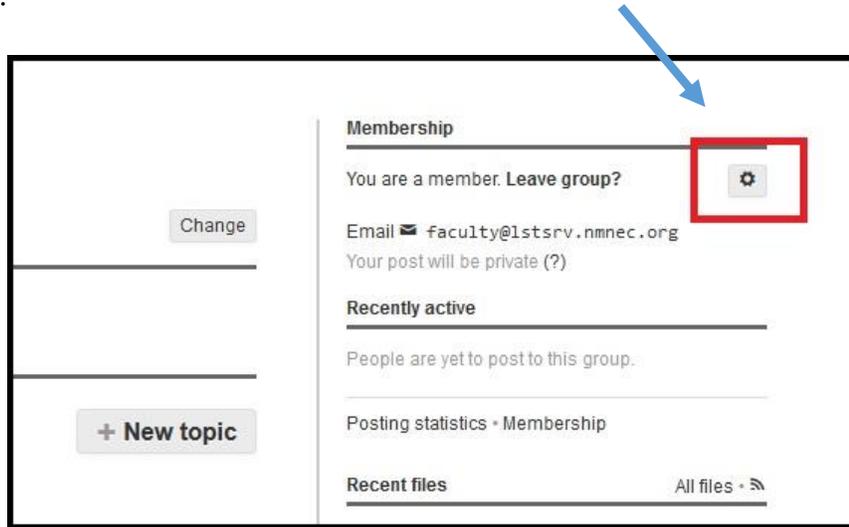


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MANAGE YOUR NOTIFICATIONS & PROFILE on the NMNEC LISTSERV

1. Manage Notifications:

Once accepted into the group you will be able to manage your email notifications from the Membership settings button and edit your profile info and settings.



2. Choose your Notification Options:

One email per post

In this setting, the user receives a message whenever anyone posts to the group.

OR

Topic digest

A topic digest is sent once per day (if there are posts) and once each week (whether there are posts or not). This topic digest lists the latest topics in your group. For each topic the digest will show the title, number of posts, the date of the last post, and a link to the topic.

3. Edit your Profile info

from the Listserv homepage
Lstsrvmnec.org



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POST or REPLY to a NMNEC LISTSERV TOPIC

Several Ways to Post a Topic:

A. Post from your email

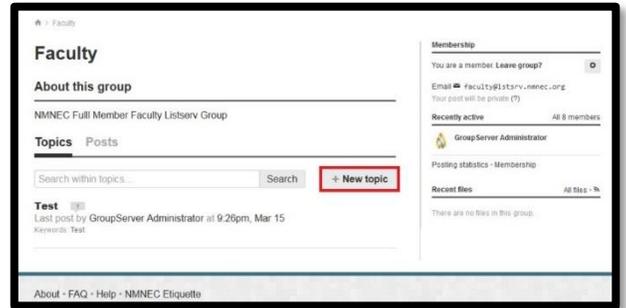
Send an email to your group: faculty@lstsv.nmneec.org OR advisor@lstsv.nmneec.org

B. Bookmark the NMNEC Listserv Homepage

lstsv.nmneec.org
Log in from there

C. Go to the NMNEC webpage www.nmneec.org

- Member Login – Faculty/Advisor
- Listsrv button
- Sign in to the Listserv
- Click on your group
- Click the "+New Topic" button



D. Click on the link provided in your "Welcome to Faculty/Advisor" email

You can preview your posted topic on the Listserv home page. Other members of the group will receive an email alerting them of your recent posting.

Reply to a Topic:

Select the topic from the Listserv homepage or straight from your email notification and post your reply. (You post a typed response and/or upload a file. This includes

images, excel, word, and pdf formats.) Do NOT share official NMNEC Official Documentation. Please refer your colleagues to the NMNEC website "Member Login" to access these documents that are provided for NMNEC Full Member faculty only.

