



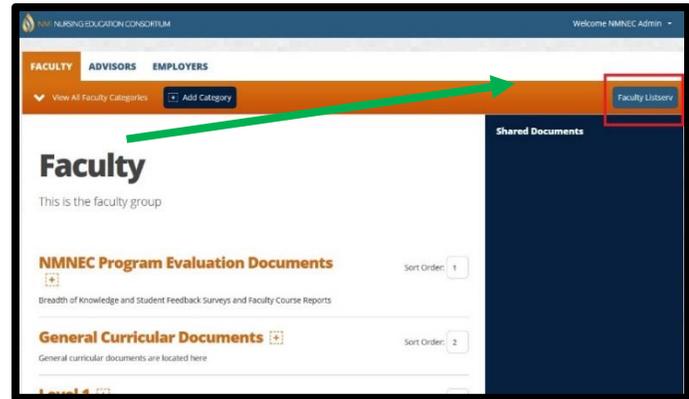
NMNEC Listserv

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 once you are a Member

BECOME A MEMBER of the NMNEC LISTSERV

- Become a Member:** This is a multi-step process that takes approx 5 minutes
 - www.nmnec.org
 - Member Login (Faculty or Advisor)
 - Click "Faculty/Advisor Information"
 - Click Faculty Listserv/Advisor Listserv (blue button)
 - Click "Request to become a member"
- Register:**
 - Enter your institutional email
- Set your Password** - at least 4 characters (this can be the same as your "Member Login" password if you wish)
- Change Profile:** First Name, Last Name, and School/Org – **Keep this web page Open**
- Go to your email mailbox:**
 - Open your email message "verify your email address."
 - Follow the instructions in the email by clicking the link
 - This may take a few seconds
 - You will receive a message "your email has been verified" – close this page
- Return to the open Listserv web page:**
 - Request Membership: Name, Title, and School (into the big textbox)
 - Click "Request"
 - Your request will be sent to the NMNEC office. (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.)
- Wait** for an email "NMNEC Listserv Support – Welcome to Faculty." Save this email. It tells you how to post a message.



Once you are a member:

Visit Faculty Listserv page: <http://listserv.nmnec.org/groups/faculty>

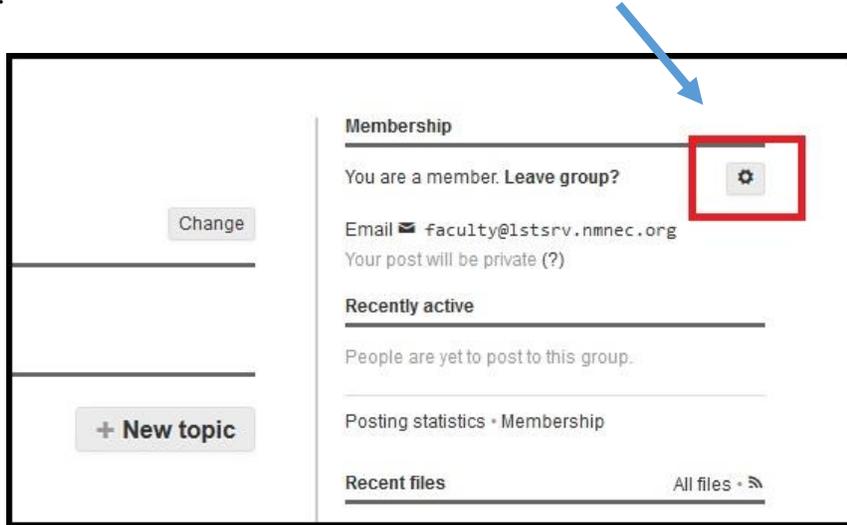
Post a message from your email: faculty@listsrv.nmnec.org



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.



Icons shaped like a gear often infer "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
lstsrv.nmneec.org



continued

POST or REPLY to a NMNEC LISTSERV TOPIC

Several Ways to Post a Topic:

A. Post from your email

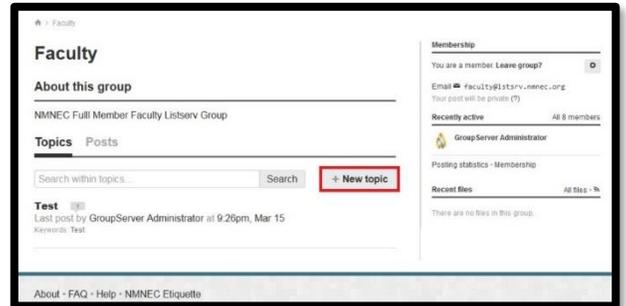
Send an email to your group: faculty@lstrv.nmneec.org OR advisor@lstrv.nmneec.org

B. Bookmark the NMNEC Listserv Homepage

lstrv.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.

