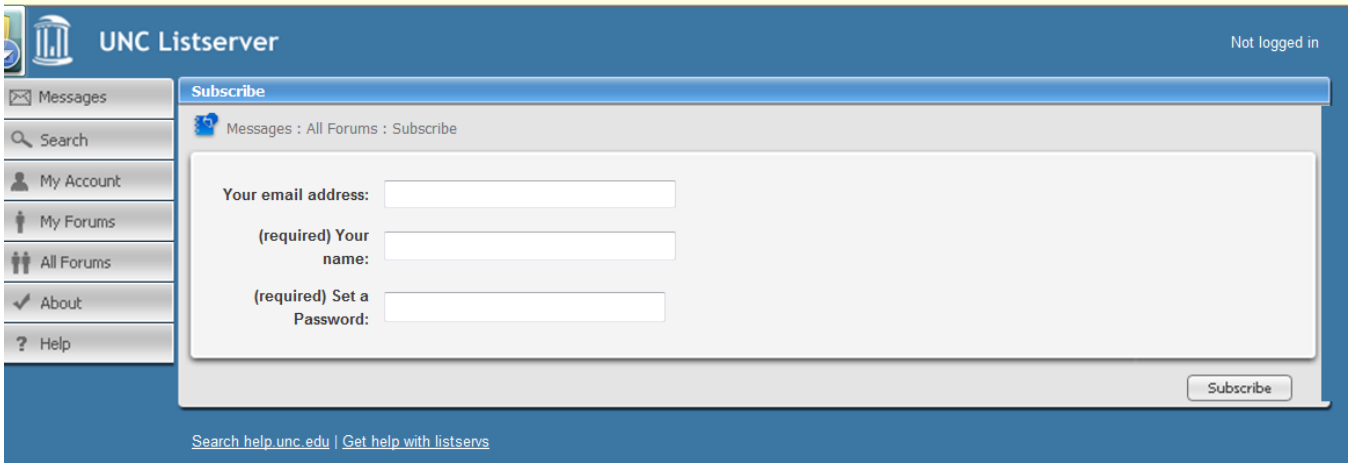
The Beacon Center

THE BEACON CENTER LISTSERV (EMAIL) LIST

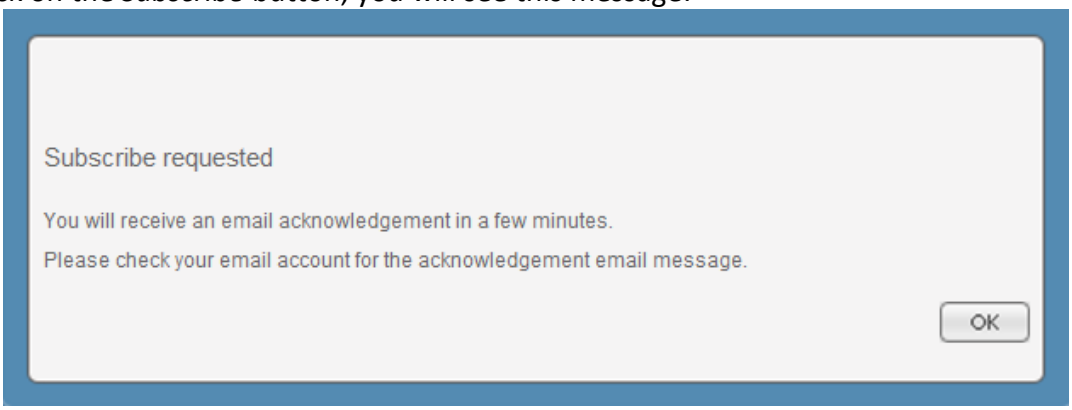
<u>This document is to serve as a guide for provider agencies to subscribe to The Beacon Center's Listserv mailing list. In order to receive general information emails from The Beacon Center, you MUST subscribe to this listserv. You may still continue to receive individual emails for agency-specific communications.</u>

To subscribe as a member of The Beacon Center's listserv (email list), go to The Beacon Center's website (www.thebeaconcenter.net) and go to *For Providers*, *Listserv*, then click on *Subscribe to Provider Listserv*. (There is also a link for this *Listserv Manual*.) You will be taken to a screen like this:



Enter the email address where you want to receive email from The Beacon Center, your name (first and last) <u>preferably with your company name</u> (like Any User ABC Agency), enter a password, then click on the *Subscribe* button on the right. Please note that The Beacon Center has <u>no access to your password</u> if you forget it, so please make note of it.

Once you click on the *Subscribe* button, you will see this message:



When you click on “Ok”, you will see a screen with various listservs to subscribe to. Just close/exit the browser window and wait until you receive an email notification (to the email account you entered above) that you have been approved for The Beacon Center’s listserv. You cannot subscribe to any of the other lists without approval from that listserv’s administrator (The Beacon Center has no input on any other listservs.)

You will receive an email in your email account that you entered above when you first try to subscribe. The email will be as follows:

From: Lyris ListManager [mailto:lyris-noreply@listserv.unc.edu]
Sent: Wednesday, March 23, 2011 9:44 AM
To: Any User
Subject: Re: your subscribe request

We have received your request to subscribe to the private mailing list 'lme_providers'.
Your request has been forwarded to the mailing list administrator.

Because this mailing list is private, you must be approved by a mailing list administrator before you can become a member of this mailing list.

Once an administrator approves you as a member, you will receive another email, that looks like this:

From: Lyris ListManager [mailto:lyris-noreply@listserv.unc.edu]
Sent: Wednesday, March 23, 2011 9:52 AM
To: Any User
Subject: Re: your request to join lme_providers

Your request to join 'lme_providers' has been approved.

You are now a member of 'lme_providers'.

Once you receive this email (above), you are now a member of The Beacon Center’s listserv.

You will also receive another email that looks like this:

From: Lyris ListManager [mailto:lyris-noreply@listserv.unc.edu]
Sent: Wednesday, March 23, 2011 9:52 AM
To: Any User
Subject: Re: lme_providers

You have been subscribed to lme_providers with the email address "anyuser@gmail.com"

To unsubscribe, click here:

http://lists.unc.edu/u?id=38241767.dfd4c115e20c29db2cd3f0dcc6572b95&n=T&l=lme_providers&o=28762589

Or, send a blank email to leave-28762589-38241767.dfd4c115e20c29db2cd3f0dcc6572b95@listserv.unc.edu

Note: This list requires that all members have a password. To set your password, please click here or copy this URL into your web browser:
http://lists.unc.edu/rp?e=anyuser%40gmail%2ecom&t=1300888306&x=3695e435

Note that this email contains a link and instructions on how to unsubscribe from the listserv, as well as a link and instructions to reset your password, if needed.

You can also unsubscribe by sending an email to listserv@unc.edu with **unsubscribe** as the subject and **unsubscribe lme_providers** (must include the underscore character) in the body of the message. You will receive an email when your request has been processed.