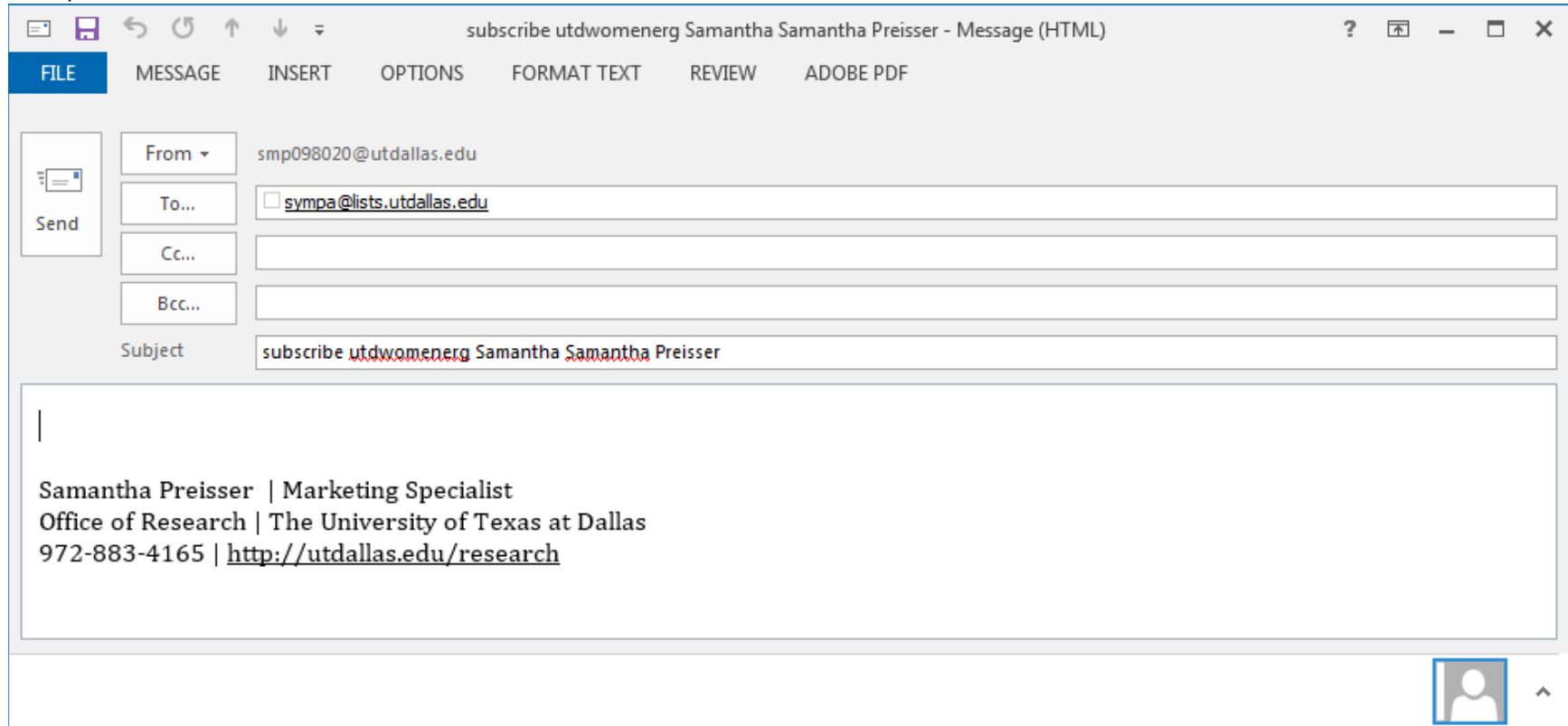


## How to Join the Women Employee Resource Group (WERG) Listserv:

1. Send a **message to [sympa@lists.utdallas.edu](mailto:sympa@lists.utdallas.edu)** from the email address you want to subscribe to the list.
2. In the subject line of your message, type in: **subscribe utdwomenerg Firstname Name** (indicate your own first name and full name).
3. **Leave the message body blank and send.**

Example:



The screenshot shows an email client window titled "subscribe utdwomenerg Samantha Samantha Preisser - Message (HTML)". The window has a menu bar with "FILE", "MESSAGE", "INSERT", "OPTIONS", "FORMAT TEXT", "REVIEW", and "ADOBE PDF". On the left is a "Send" button. The main form has fields for "From" (smp098020@utdallas.edu), "To..." (sympa@lists.utdallas.edu), "Cc...", "Bcc...", and "Subject" (subscribe utdwomenerg Samantha Samantha Preisser). The body of the email is blank, with a signature block for Samantha Preisser, Marketing Specialist at the Office of Research | The University of Texas at Dallas, including a phone number and a URL.

From: smp098020@utdallas.edu

To:

Cc:

Bcc:

Subject: subscribe utdwomenerg Samantha Samantha Preisser

Samantha Preisser | Marketing Specialist  
Office of Research | The University of Texas at Dallas  
972-883-4165 | <http://utdallas.edu/research>

Example Subject Text for individual named "Samantha Preisser" (as above): "subscribe utdwomenerg Samantha Samantha Preisser"

You can also **invite people to subscribe to the list** through the INVITE command: send an email to [sympa@lists.utdallas.edu](mailto:sympa@lists.utdallas.edu) and type the following command in the message body: **invite nameofthelist emailaddress** (example: *invite list\_example john.doe(@)fai.com*).