

## **Directions to subscribe to the AISHP listserve:**

To subscribe, send a plain text e-mail message to [alshp-request@listserv.alaha.org](mailto:alshp-request@listserv.alaha.org). In the message, leave the subject blank and include the word "**subscribe**" in the **body of the message** (without quotes). Delete all other text (such as a signature) and extra spaces from the body of the e-mail; otherwise, the listserv client will try to process each line of text as a command, and you will receive an error message even though the subscribe command may be successful.

You will receive four e-mails during the subscription process: (1) an e-mail to let you know your command was received successfully and must be authenticated and (2) another message to confirm you want to subscribe. Please follow the directions provided in the authentication message. Next, you will receive a (3) message confirming the success of your authentication. Finally, you will receive a (4) welcome message and you will be ready to go!

Here's some additional information that would be helpful to know regarding the Majordomo Listserv:

The listserv is a service of AISHP with support from the Alabama Hospital Association. Please note, the software being used for the listserv is called "Majordomo," so messages regarding the listserv will include this name.

**To send a message to the group: Send an e-mail to [alshp@listserv.alaha.org](mailto:alshp@listserv.alaha.org).**

**To unsubscribe from the listserv: Send an plain text e-mail to [alshp-request@listserv.alaha.org](mailto:alshp-request@listserv.alaha.org) and type the word "unsubscribe" in the body of the e-mail. Again, do not include any other text or extra spaces in the body of the e-mail.**

**If at anytime you need help with the listserv: Send an e-mail to [owner-alshp@listserv.alaha.org](mailto:owner-alshp@listserv.alaha.org) and simply include your request in the body and include your contact information.**