

Posting to an AALS Section Listserv

Each AALS section contains two listservs with their own unique email address: Announcement and Discussion. Joining a section automatically subscribes you to both listservs. There is one major difference between the two listservs: the **Announcement listserv is for one-way communication from section leadership**. Only those with admin rights to the listserv may send and reply to messages. **All section members can post and receive messages on the Discussion listserv.**

How to Post to a Listserv

There are three ways to post to a listserv:

- Sending an email to the listserv's unique email address
- Logging into the section website and posting to the listserv message board
- Replying to an email thread

Posting to Listserv by Email

To post to a listserv by email, you will need:

- To be a member of the section
- The listserv's email address
- (Announcement) Admin posting rights

Attaching a File

Please know that there is a 3 MB size limit for email attachments. We encourage you to upload files to your section's file sharing libraries.

Posting to Listserv through the Section Website

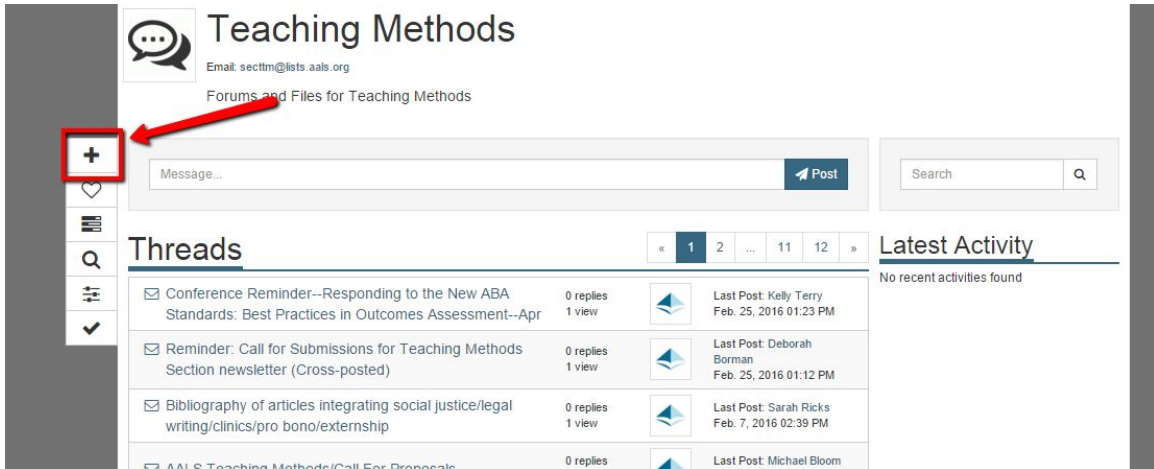
To post to a listserv through the section website, you will need:

- To be a member of the section
- Your AALS account username and password
- (Announcement) Admin posting rights

To post to a listserv through the section website, visit Connect.AALS.org or navigate directly to your sections website (section website addresses can be found at Connect.AALS.org or AALS.org/sections). Log in with your username and password. On your section website, **click Listservs**



Then, **click Add a Thread (+)**



Provide message subject, content, and attachments (optional, 3 MB limit) and, then, **click Post Thread.**

The image shows the 'Add a Thread' form. It has a 'Subject' field, a 'Message' field with a rich text editor toolbar, and an 'Attachments' section with an 'Add' button. Below these is a 'Forum Information' box with text: '1049 users will receive an email when this thread is released. Replies to this thread by recipients will be sent to: Originator.' At the bottom, there are four buttons: 'Post Thread', 'Preview', 'Send Test Email', and 'Cancel'. The 'Post Thread' button is highlighted with a dark blue background.

Questions? Contact us at support@aals.org.