



Association of
American Law Schools

How-To Guide: Posting to an AALS Discussion List

What is a Discussion List? Each AALS Section has a discussion list forum for the exchange of points of view. Section Leadership may post to the Discussion List at any time to keep members informed and involved throughout the year by posting newsletters, links, events, and teaching materials.

There are three separate ways to post to an AALS Discussion List:

1. You can send an email to the Section's unique discussion list email address
2. By logging into the Section website and posting to the discussion list message board
3. Or, by simply replying to a Discussion List email thread that has already created

To post to an AALS Discussion List via email, you will need:

1. To be a member of the Section
2. The unique discussion list's email address
3. Administrative posting rights

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

To post to an AALS Discussion List through the Section Website, you will need:

1. To be a member of the Section
2. Your AALS account username and password
3. Administrative posting rights

Once you are logged in, click the *Forum* button in the Section name banner, then click *Add a Thread (+)* on the left icon menu bar, enter your message, and click Post Thread.

Note: To post to a Discussion List through the Section website, visit [Connect.AALS.org](https://connect.aals.org) or navigate directly to your Section's website. Log in and click on Discussion List.