

## Grand Valley School of Social Work Listserv/News Group

The GVSUSSW listserv/news group is intended as a way of furthering communication on topics relevant to social work specific to the GVSU School of Social Work. The purpose of it is to share information as well as post questions to subscribed members. It is **your responsibility** to ensure that you are subscribed to the listserv. Through the listserv, you will receive **important departmental information** regarding semester course schedules, as well as scholarships, conferences, workshops, student organizations, volunteer and employment opportunities and class cancellations. This will now be the **main method of communication** from the GVSU School of Social Work students.

To **SUBSCRIBE** your email to the listserv:

Send an email message to [listserv@listserv.gvsu.edu](mailto:listserv@listserv.gvsu.edu) from the email address you want subscribed. Leave the subject line of the message blank. The first and only line of the message will read:

subscribe gvsussw

[Note there is a space between subscribe and gvsussw]

**TO UNSUBSCRIBE:**

Send an email message to [listserv@listserv.gvsu.edu](mailto:listserv@listserv.gvsu.edu) from the email address you want unsubscribed. Leave the subject line of the message blank. The first and only line of the message will read: unsubscribe gvsussw

[Note there is a space between unsubscribe and gvsussw]

**PLEASE NOTE** that your email will be unsubscribed from the listserv if the owner receives rejected messages because your email account is not recognized or is too full to accept more messages.

As a student at GVSU, you automatically are assigned a **student email account**. If you have not been receiving notices through the listserv to your personal email, then most likely your **student email account is the one subscribed** to the listserv. You can either unsubscribe that email address and subscribe your personal one, OR you can have your student email forward to your personal one.

**FORWARDING GVSU Email Items to Another (Non- GVSU) Email Address:**

Sign into your GVSU Email Account using your given ID/Password at: [www.student.gvsu.edu](http://www.student.gvsu.edu)

If you do not know this ID/Password, contact GVSU Records and Registration Office at (616) 331-3327

**ID-** usually a total of 8 characters, the first 7 characters of your last name and the first initial of your first name. However, this is dependent upon the commonality of your name.

Therefore, contact Records and Registration if you are unsure.

**Password-** Assigned, but can be changed after you have logged in.

Once you are logged in, the network will take you directly to your “In-Box”

Choose the **preferences** option at the top of the screen. Once that screen comes up, scroll down to **Forwarding**

Select the **Enabled** option **YES**- Turns on the Forwarding Function.

The **Keep Copy** option is **OPTIONAL**- to retain a copy of all messages in your GVSU email account (as well as forward them to your personal account) click **YES**

**Type** the entire new email address in the **Forward To** option

**Click the Apply** icon to the far right of the Forwarding Section to make your changes saved.

**Save Settings** screen will appear; Check to make sure changes have been applied

**You must do this procedure again if you ever change personal email accounts.**

## **Sending Messages to the School of Social Work Listserv/News Group**

Posts for distribution to the listserv should be emailed to: gvsussw@listserv.gvsu.edu

[Note when you receive messages, the "To" field shows up as gvsussw@news.gvsu.edu]

Sending a message to the listserv sends an email to a large number of people at the same time, currently 580 members. The listserv sends a message to all GVSU students who identify themselves as BSW or MSW, as well as School of Social Work Faculty and Staff.

Please keep your posts to the GVSUSSW confined to topical matters of interest to the entire group. The list is designed to help keep students and faculty informed of issues, ideas and events relevant to social work practice and education in the greater northern and western Michigan area. When responding to a message please decide for yourself if your response should be sent directly to the individual as an off-list, private email, or if it's of interest to the group at large.

All posts to the GVSUSSW List are copyrighted as works of authorship by their respective authors and may not be republished, except in the course of distribution to the GVSUSSW list.

Before submitting a message to listserv, please take the following points into account:

1. Identify yourself in your message with your first and last name. No one can post to the listserv unless they are subscribed to it.
2. Sources of spams, flames, profanity, abusive advertising and typically irrelevant content posted to the List may be moderated or have their use or privileges revoked at the discretion of the list owner.
3. Make your subject line as concise yet detailed as possible, and try to keep your messages brief. The listserv automatically rejects messages that are too long (over 40K). Please submit your post to the list using plain text only and not in HTML or "rich text formats."
4. Please do not send commercial advertisements or items for sale to the listserv, except for the case of fundraising by Social Work student groups.
5. When responding to a message, reply to the individual who sent the original message, rather than sending your message to the entire listserv.

If you would like more general information about using listserv the following website contains more extensive guidelines: <http://www.siec.k12.in.us/~west/edu/listman.htm>

Member suggestions or comments on the gvsussw list administration and how you think this resource could be improved or should be changed are welcome. David Lehker, lehkerd@gvsu.edu, administrates the list.