

# Instructions to Subscribe to the LAANG LISTSERV

## Email address

List Address: [LAANG@LIST.RAILSIBRARIES.ORG](mailto:LAANG@LIST.RAILSIBRARIES.ORG)

To Join the LISTSERV you will need to request a subscription

1. Send your subscription request by email:

**To:** [listserv@list.railslibraries.org](mailto:listserv@list.railslibraries.org)

**Subject:** [leave blank]

**Message body:** subscribe LAANG [your first name] [your last name]

2. Check your email for a message from LISTSERV, asking you to confirm your subscription request

3. Click the link to confirm your subscription request

4. LISTSERV will forward your request to the list owner(s)

5. If your request is approved by a list owner, LISTSERV will send you an email with instructions for using the list ... SAVE THIS EMAIL FOR FUTURE REFERENCE

**ATTENTION: You will receive this alert, you can ignore this message.**

LISTSERV Command Response  
The following response was received from LISTSERV

OK 67392C2D

The 67392C2D confirmation code does not correspond to any pending command. A command can only be confirmed once, after which the confirmation code is deleted and can no longer be used. If you are sure that you did not already confirm this command, then check the confirmation request to make sure that the code is the correct one. Also, check your mailbox for a message with the subject "Command confirmation request canceled". Commands must be confirmed within a certain time frame or they will expire. If all else fails, then you can always send the command again to get a new confirmation code.

NOTE: If you see a message above that says something about "confirmation code does not correspond to any pending command" when confirming a subscription, you can probably ignore it, unless the confirmation deadline has passed. In that case, a new subscription request is needed.

RAILS LISTSERV Home

## Next step (optional)

### 1. Your LISTSERV Password

Creating a password is not required to subscribe to email lists. **However, a password is necessary for the owner to use the list management interface or view message archives on the RAILS LISTSERV website.** Logging in with your password lets you amend your list subscriptions on the web. This login is separate from your Library Directory & Learning Account (L2).

To create your RAILS LISTSERV password:

1. Go to <https://list.railslibraries.org/cgi-bin/wa>
2. Click the "Log In" link in the top-right corner
3. Click the "Register Password" link on the login form
4. Enter your email address and new password (and enter password again) and click the "Register Password" button
5. Check your email for a message from LISTSERV, asking you to confirm your registration
6. Click the link in that email to confirm
7. LISTSERV will confirm that your password was registered successfully

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## 2. Message Archives

Message archives for this list are available at <https://list.railslibraries.org/cgi-bin/wa?A0=LAANG>  
Only list subscribers can view the archives.

## 3. Managing Your Subscriptions

You can manage your LISTSERV subscriptions (unsubscribe, change to digest format, disable delivery for vacation, etc.) by logging into the RAILS LISTSERV site (see password instructions above), opening the menu icon on the right, and selecting "Manage Subscriptions".

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## Creating and Replying to Email

### Creating an email

- Open up a new email and in the "to" field type in [LAANG@list.railslibraries.org](mailto:LAANG@list.railslibraries.org)
- Enter a title in subject line
- Fill in the body of the email
- Click send
- You will receive an email notification stating that the email was successfully distributed
- The email is now sent and responses will come from all recipients. This email thread will be only about the subject listed in the subject line.
- Please keep the topic of your response to the subject of the email. To change the subject, start a new email with a new title in the subject line. The archived messages will be much easier to research by subject if the topic remains the same.

### Replying to an email

- When you receive an email, it will appear with the name of the person sending the message. When you open the email, you will see that the "to" section will say [LAANG@LIST.RAILSLIBRARIES.ORG](mailto:LAANG@LIST.RAILSLIBRARIES.ORG).
- Please keep the topic of your response to the subject of the email. To change the subject, start a new email with a new title in the subject line. The archived messages will be much easier to research by subject if the topic remains the same.

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## Unsubscribe

You may unsubscribe from this specific list by sending an email to:  
[laang-signoff-request@list.railslibraries.org](mailto:laang-signoff-request@list.railslibraries.org)