

# V I K I N G T E C H

## Email Listservs

Email is a great way to communicate with others for many reasons:

- It is free.
- It is fast.
- You can attach pictures and documents to the message.
- You can check it at school and home.



However, there can be drawbacks. One of the biggest is trying to keep track of everyone's email address, especially as each year we get many new staff members.

To help solve this problem, and to encourage even more use of email, we have created email listservs for our district.

“What is a listserv?” you may ask. Well, a listserv is a single email address that represents multiple people. For example, we have set up a listserv for 1<sup>st</sup> grade teachers. If you send a message to that address, the message will be sent to each 1<sup>st</sup> grade teacher. No more trying to remember each person's address. Just a quick, easy way to communicate with a group of people.

Below I will explain what lists we have created, how to send email to them, how to reply, and more.

## The lists

So far we have set up 39 listservs. Each is listed below with a brief explanation of who is on each one. Note that all listservs begin with the word “list”, then a dash, then another descriptive word.

- 1) list-kc = Kindergarten and preschool teachers
- 2) list-grade1 = Grade 1 teachers
- 3) list-grade2 = Grade 2 teachers
- 4) list-grade3 = Grade 3 teachers

- 5) list-grade4 = Grade 4 teachers
- 6) list-grade5 = Grade 5 teachers
- 7) list-grade6 = Grade 6 teachers
- 8) list-grade7 = Grade 7 teachers
- 9) list-grade8 = Grade 8 teachers
- 10) list-gradek5 = Grade K-5 teachers
- 11) list-msmath = MS math teachers
- 12) list-mssci = MS science teachers
- 13) list-mssoc = MS social studies teachers
- 14) list-mslang = MS language arts teachers
- 15) list-msexp = MS exploratory teachers
- 16) list-hsmath = HS math teachers
- 17) list-hssci = HS science teachers
- 18) list-hssoc = HS social studies teachers
- 19) list-hslang = HS language arts teachers
- 20) list-hsvoc = HS vocational teachers
- 21) list-worldlang = All world language teachers
- 22) list-art = All art teachers
- 23) list-music = All music and theater teachers
- 24) list-pe = All PE and health teachers
- 25) list-gifted = All gifted ed teachers
- 26) list-sped = All special ed teachers
- 27) list-slp = All speech and language pathologists
- 28) list-title = All Title 1 teachers
- 29) list-isgi = All ISGI's
- 30) list-libs = All library staff
- 31) list-guidance = All guidance staff
- 32) list-admins = All administrators
- 33) list-k5cert = All K-5 certificated staff
- 34) list-mscert = All MS certificated staff
- 35) list-hscert = All HS certificated staff
- 36) list-allcert = All certificated staff
- 37) list-msclass = All MS classified staff
- 38) list-hsclass = All HS classified staff
- 39) list-allclass = All classified staff

## Sending email to a listserv

To send a message to a listserv, you compose and send the message as usual, but make sure you send it to the list's address. The list's address will be the list name followed by “@northcanton.sparcc.org”

For example, to send a message to all high school science teachers, you would address the email to:

list-hssci@northcanton.sparcc.org

Please keep in mind that the message will go to everyone on that particular list, such as all high school science teachers in this example.

### Responding to a message from a listserv

You can tell that you got a message from a listserv, because it will not be addressed to you, but rather to the listserv. If you want to respond to the message, you have two options.

- 1) If you wish to write back to only the person who sent the message, then simply click on the "Reply" button.
- 2) If you wish to write back to everyone in that listserv group, click the "Reply All" button. Please realize that this will send your message to everyone in that group.

### What should you write to the listservs?

The point of the listservs is to increase communication in our district by making such communication easier. There are many excellent uses for the new listservs including:

- 1) Sharing a great idea, web site, or other resource with the appropriate group.
- 2) Asking a question of your colleagues.
- 3) Sending a reminder about an upcoming meeting, deadline, or event.

### Checking your email

Checking your email regularly is becoming more important all the time as you may be receiving messages from:

- NCCS Listservs
- Parents
- My Learning Plan PD reminders
- And many other sources

For this reason, it is necessary for each staff member to check their school email at least once each workday. There are two ways to check your school email:

#### Preferred Method

If you have a computer that you use frequently at school, you should have Outlook Express set up to receive your school email. If this has not been set up for you, please contact the tech support person for your building and they will assist you.

#### Optional Method

If you travel throughout the day and do not have a computer to call your own, you can check your email from any computer using web mail. To do this:

- 1) Go to the NCCS home page.
- 2) Put your mouse on the "WebMail" link.
- 3) Click on "Cyclonic Mail" from the drop-down menu.
- 4) Enter your Viking username and password.
- 5) Click "Login"
- 6) You can now read, compose, and reply to messages from here.

---

That does it for now. As always you can reach me:

By phone: **497-5600 x377**

By email: **tech@northcanton.sparcc.org**