

OVERVIEW STATEMENT

The listserv has been established as a mechanism for information exchange and problem resolution for use of the Occupational Deans from the MODAC member institutions.

LISTSERV GUIDELINES

"Netiquette" must always be observed. The MODAC listserv is not a forum for arguments or off-topic discussions. Take arguments and personal discussion to a private exchange. Anyone who "attacks" another member on the list will be unsubscribed from the list. Those using the listserv for flaming, spamming and other inconsiderate behavior will be unsubscribed from the listserv.

Use of the list for illegal activities is strictly prohibited. Posting of material that may be considered racist, hateful, pornographic, etc., is forbidden. Finally, using the listserv for solicitation, personal gain or profit is prohibited.

Sign your name AND institution at the end of your message; few will know your identity if you sign only bob@yourschool.edu.

SUBSCRIPTION TO THE LISTSERV:

Members of each MODAC member institution can be subscribed to the listserv. Institutions with multiple campuses may want to have a representative from each campus subscribed to the listserv. **To add or delete listserv members, please email your request to the Listserv Administrator, Robert Spohr, at robs@montcalm.edu.**

HOW TO POST A MESSAGE:

Once you are subscribed, simply send your message (from the e-mail address that was subscribed) to modac@googlegroups.com. Your message will be sent out to each member of the list. Messages will only be sent to the list if they are coming from an e-mail address that is subscribed to the listserv

HOW TO REPLY TO A MESSAGE:

In most cases, the membership body does wish to see all of the replies. Please respond to the membership as a whole using the REPLY TO ALL button (or similar). If you would like to only respond to the individual who sent the e-mail, simply hit the REPLY button.

If you have questions regarding the listserv and/or the proper use of the MODAC listserv, please contact Robert Spohr at Montcalm Community College at robs@montcalm.edu or contact any of the MODAC officers.

Directions to Open All Content

- Follow these directions once you are signed up for the listserv, and if your e-mail address has not already been registered in Google Groups.
- Open your web-browser and go to <http://groups.google.com/>
- At the top right click on “Sign in”
- The next page will give you two options, click on **“Create an Account Now”**
- This takes you to the “Create an account” screen. Under “Required Information for Google Account” **for your e-mail address make sure you enter the same e-mail address that you had the MODAC Listserv administrator sign-up.**
- Now you just have to enter the password (don’t forget it) if you want, enter a nickname, verify the characters (below), and click **“I accept, create my account”**
- You will then be sent an e-mail from Google (to the e-mail address you entered). Open that e-mail, click on the link to verify that you want to sign-up, and you will be taken to a screen that verifies that you are now signed up. You can click on “click here to continue” and you will be taken to the MODAC on Google Groups website.

Other Useful Information

- You can visit the MODAC group page anytime at: <http://modac.googlegroups.com>
- You will use your e-mail address and password you selected to sign in
- Once in you will find all previous discussion threads
- You will also see a list of members, including yourself. If you would like, you can change your profile so that everyone knows who you are.