

Weinberg Community Events Listserv

The purpose of the Weinberg Community Events listserv is to share events that are happening in Evanston and the greater Chicago area that Northwestern staff might find interesting. Events do not have to be put on or sponsored by Northwestern to be shared on this listserv.

Use of this listserv must be consistent with all university policies, including but not limited to the Student Code of Conduct, Staff, Faculty and Student Handbooks, NUIT policies, email policies, residence hall policies, as well as with state, federal, and local laws. The University policy website is located at: <https://policies.northwestern.edu/>.

Best Practices

- Please refrain from sending reply all.
- Posts should be related to college/department/university affairs.
- Sales promotion is discouraged.

Subscribing to Weinberg Staff Help Listserv

1. Log in to the email account you want to use to subscribe.
2. Compose a new plain text email.
3. Fill in the email as follows:
 - o To: LISTSERV@LISTSERV.IT.NORTHWESTERN.EDU
 - o Subject: <leave blank>
 - o Body: SUBSCRIBE WCASCOMMUNITY FirstName LastName
4. Send the email.
 - o Note: Do not include a signature in the email body. The signature will stop your subscription from going through. The only thing in the body of the email should be the SUBSCRIBE commands.

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