

Weinberg Staff Help Listserv

The purpose of the Weinberg Staff Help listserv is to facilitate and disseminate information pertaining to the administrative responsibilities of Weinberg staff. The Weinberg Help listserv is a place to ask questions and share useful information regarding administrative systems, processes and supply needs. Please refrain from sending department announcements to this listserv. The Weinberg Department Announcements listserv is available for this purpose.

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 WCAS_Staff_Help 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.

Created 7/13/18