

# RPPT LISTSERV FAQ's

## HOW DO I JOIN THE LISTSERV?

Welcome! Visit [www.wsbarppt.com](http://www.wsbarppt.com) and click on the link in the “Subscribe” box of your choice just below the image (“Probate and Trust “or “Real Property”) and send the e-mail that is created, OR

Send e-mail to [listserv@lists.wsbarppt.com](mailto:listserv@lists.wsbarppt.com) and put “subscribe wsbarp” (to join the real property list) or “subscribe wsbapt” (to join the probate & trust list) in the body. You will be sent a confirming e-mail. Just follow the instructions contained in that message!

You can also sign up by going to the archives sites and clicking on “Join or leave the list.” The address for the real property archives is <http://lists.wsbarppt.com/archives/wsbarp.html>. The address for the probate & trust archives is <http://lists.wsbarppt.com/archives/wsbapt.html>.

Sign up for both to receive mail from both sides of the Section.

If you have tried to sign up and are receiving no messages, or if you need help signing up or signing off, write to the webmaster at [webmaster@wsbarppt.com](mailto:webmaster@wsbarppt.com). We can help!

## HOW DO I SEND A MESSAGE TO THE LISTSERV?

In your e-mail, type in the “TO” box, either [wsbarp@lists.wsbarppt.com](mailto:wsbarp@lists.wsbarppt.com) for the Real Property Listserv OR [wsbapt@lists.wsbarppt.com](mailto:wsbapt@lists.wsbarppt.com) for the Probate and Trust Listserv.

## HOW DO I ADDRESS LISTSERV E-MAILS WHEN I ONLY WANT TO REACH ONE PARTY?

If you want to send a message or reply to a specific person (such as the sender of a message or the list manager), DELETE the group address in the “TO” box. Then, insert the address of the person you are sending or replying to. If you are replying to a message, you can copy the e-mail address of the original sender from their message and paste it in the “TO” box.

## **HOW DO I KEEP FROM GETTING A VOLUME OF E-MAILS EVERY DAY?**

The lists have two settings for receiving mail. One is to receive mail as it is sent from the Listserv member. This can clutter up your in-box and interrupt you many times a day. This is the “default” setting. Another available feature is to request mail in Digest form. The Digest will then be sent to you once a day, resulting in only one e-mail for every day there is Listserv activity. If you would like to have the Digest option, you can go to the list archive site (see above) and click on “Join or leave the list (or change settings).” If you need help, just send an e-mail to [webmaster@wsbarppt.com](mailto:webmaster@wsbarppt.com).

## **WHEN I AM OUT OF THE OFFICE, SHOULD I HAVE MY SYSTEM AUTOMATICALLY REPLY TO INCOMING MAIL?**

Many people who use e-mail as an important form of communication like to let senders of mail know they are out of the office. To do this, they set up a Rule in their e-mail program to send an automatic response that the recipient is out of the office. This AutoReply feature can cause problems with Listservs because the entire Listserv group receives the AutoReply.

## **IS THERE A WAY TO KEEP LISTSERV E-MAILS FROM CLUTTERING MY IN BOX?**

Your e-mail software should have a procedure for creating “folders” for incoming mail. You can either review the mail and direct it to folders after viewing, or you can create a “Rule” for your incoming mail, so that the mail is sent directly to your folder. You can then review your folder periodically for incoming mail from the Listserv. You can combine the Digest feature described above, at the same time sending mail directly to your Folder(s).

### MICROSOFT OUTLOOK:

If you use Outlook, you can create a folder by clicking the right button of your mouse while it is over the “Inbox” in your Folder View (to get to Folder View, click on “View” then “Folder List” at the top of the page). After you right click, select “New Folder.” You will be asked to give it a name - call it what you like! - and where you want the folder to be located. You can just leave it as a subfolder of Inbox if you like. Then click “OK.” Your folder has been created.

After the folder is created, click “Tools” then “Rules Wizard.” Click on “New” in the Tools Wizard box and pick your options. Normally you would “Move messages based on content” based on “specific words in the subject.” When you

click on “specific words in the subject” put [wsapt] or [wsbarp] in the box and press the “Add” button. Click “OK.”

Then click on “move to the specified folder.” Click on the highlighted “specified” in the lower window and select the new folder you just created. Click “OK.”

You can then click “Finish.” Your rule has been created and you can click “OK” in the dialogue box. Now any e-mails you receive from the listserv should automatically go to your new folder.

#### NOVELL GROUPWISE:

If you have Groupwise, create a folder by going to the task bar and finding “Edit”, then “Folders.” You will be taken to a screen where you can create a new folder to hold e-mail messages. Click on the “New” box and pick your options for the folder, clicking “Next” at the bottom of each screen when you are ready to move on. At the last screen, click “Finish” to complete the folder.

After you have created a folder to hold the mail, click on “Tools”, then “Rules” and hit the “New” box. You must name your “Rule”, such as “RPPT Mail”, by typing that into the box called “Rule name.” Put a check mark in the “Received” box, next to the “New Item” box. Click on the “Mail” box under “Item Types.” Click on “Define Conditions” and choose “From.” Insert “wsbapt@lists.wsbarppt.com” and/or “wsbarp@lists.wsbarppt.com” in the box to the right. Click on the “Add Action” box and choose “Move to Folder.” Click on the folder you have created, and make sure there is a check mark in the box next to the folder and hit “Move.” All fields should be filled and you can hit the “Save” button. You will be taken back to the “Rules” screen where you will make sure there is a check mark next to the Rule you have created. Highlight your Rule, and hit “Run”. If you wish to remove the forwarding temporarily, highlight the Rule and hit “Disable.”