AADPRT ListServ Instructions

**Training Director AADPRT ListServ
(RESERVED FOR TRAINING DIRECTORS ONLY)**
Address an email message to listserv@lists.aadprt.org that includes in the body
of the message: SUBSCRIBE AADPRT-LIST-L **your name**

**Program Administrator AADPRT ListServ
(RESERVED FOR PROGRAM ADMINISTRATORS ONLY)**
Address an email message to listserv@lists.aadprt.org that includes in the body
of the message: SUBSCRIBE AADPRT-PROGRAM-ADMINISTRATORS-L **your
name**

You will receive a confirmation email. Click on the link in the email to complete
your subscription.

You will receive a welcome message with information. Please SAVE THIS
MESSAGE as it contains important information.

Additional AADPRT Listservs are below. Simply substitute name of listserv in
email body.

Setting your password:
1. Go to: http://lists.aadprt.org/SCRIPTS/WA-AADPRT.EXE?GETPW1=

2. Enter a password and click on the "Register Password" button.

To post a message to the AADPRT Listserv:
1. Address an email message to: aadprt-list-l@lists.aadprt.org

2. Enter an appropriate title in the "Subject" field of your email program.
Compose your message and send it.

To send a reply to the author of a posting to the ListServ:
1. Copy the email address of the sender in the "From" field of the incoming email.

2. Click the reply button in your email software and paste the sender's address in
the "To" field.

3. Compose your reply and send it.

To send a reply to the ListServ:
1. Click the reply button in your email software.

2. Enter AADPRT-LIST-L@lists.aadprt.org into the "To" field.

3. Compose your reply and send it.

To read the ListServ archives:
1. Go to: lists.aadprt.org

2. Select a list.

3. Enter your email address and password.

Note: you can post and reply to messages from AADPRT-LIST-L from the web archive page and there are several options for browsing and searching the archive.

To unsubscribe from the AADPRT-list:
1. Send an email to: AADPRT-LIST-L-signoff-request@LISTS.AADPRT.ORG

See webpage for listing of all AADPRT ListServs.