AEJMAC-L: MINORITIES AND COMMUNICATION (MAC) LISTSERV FACT SHEET

OVERVIEW:

WHAT: AEJMAC-L is an electronic mailing list that distributes messages to its subscribers. It is an unmoderated list and members, once approved, can post messages without prior review.

WHY: AEJMAC-L is intended to help members communicate with each other outside of the conference. AEJMAC-L is described online as “…a discussion group established for members of the Minorities and Communication Division of the Association For Education in Journalism and Mass Communication. Information about issues related to people of color, employment opportunities, and research subjects are welcome.”

WHO: Members of AEJMC’S Minorities and Communication (MAC) division are the listserv’s only subscribers. Former MAC Head Meta G. Carstarphen established the first listserv at the University of North Texas and then transferred it to the University of Oklahoma, where it currently resides. Former MAC Membership Chair E.K. Daufin (Alabama State University) has assisted in promoting the listserv. There are 258 subscribers as of June 30, 2015.

WHERE: The AEJMAC-L is maintained at the University of Oklahoma:
https://lists.ou.edu/cgi-bin/wa?A0=AEJMAC-L&X=C8BC781324D
**WHEN:** Membership is approved by the current MAC leadership and is usually updated at the AEJMC Annual Meeting, although updates can happen throughout the year.

**HOW IT WORKS:**

- This is a closed list that cannot receive or send messages from any source outside the membership. This prevents spam and other unwanted messages on the list.

- The listserv recognizes members by email address only, not by name. If you change your email address from your original subscription address, you must add the new address following the instructions below.

- There is no cost to join and you may leave at any time.
HOW TO ADD/REMOVE YOURSELF FROM THE AEJMAC-L LIST

New members can join the list, and current members can leave the list, by following instructions below.

1. Go to lists.ou.edu
2. In the “List Name” field enter AEJM-AC-L [not case sensitive]

3. Click Go! next to the list name field.
4. Select “Subscribe or Unsubscribe” on the left-hand side of the page
TO SUBSCRIBE:

5. Type in your name AND your email where indicated and follow the format examples.
6. **Select your subscription type:** (1) Regular, which lets you receive a message when it is sent or (2) Digest, which can hold messages for a variable period of time

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### View or Set Subscription Options

**Notification Options:**
- Send Email Notification
- Do Not Notify the User

**Name:** Meta G Carstaphen

**Email Address:** mcarstaphen@ou.edu

Subscribed Since: 27 Mar 2004

**Subscription Type**
- Regular
- Digest (traditional)
- Digest (MIME format)
- Digest (HTML format)
- Index (traditional)
- Index (HTML format)

**Mail Header Style**
- Normal LISTSERV-style header
- LISTSERV-style, with list name in subject
- "Dual" (second header in mail body)
- sendmail-style
- Normal LISTSERV-style (RFC 822 Compliant)

**Acknowledgements**
- No acknowledgements
- Short message confirming receipt
- Receive copy of own postings
7. Select “Subscribe AEJMAC-L.” You should receive a confirmation notice to your registered email address with instructions on how to execute basic commands on the list. HOLD ON to these instructions for future use.

   **TO UNSUBSCRIBE:**

8. Once you select this option, you are immediately taken off the list. You should receive an email confirmation at your registered email address.

**How to post/respond to the list:**

1. Address your post to AEJMC-L@lists.ou.edu and your message will reach all members
2. If you want to respond to a message and communicate with the entire list, hit “reply all.”
3. If you want to respond to a message and just communicate with the author private, hit “reply” only.

That’s it! Go to the list and have fun. If you have any questions you cannot answer online or are having problems, feel free to contact me at mcarstarphen@ou.edu. Please allow 1-2 days for a response.