

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?AO=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.

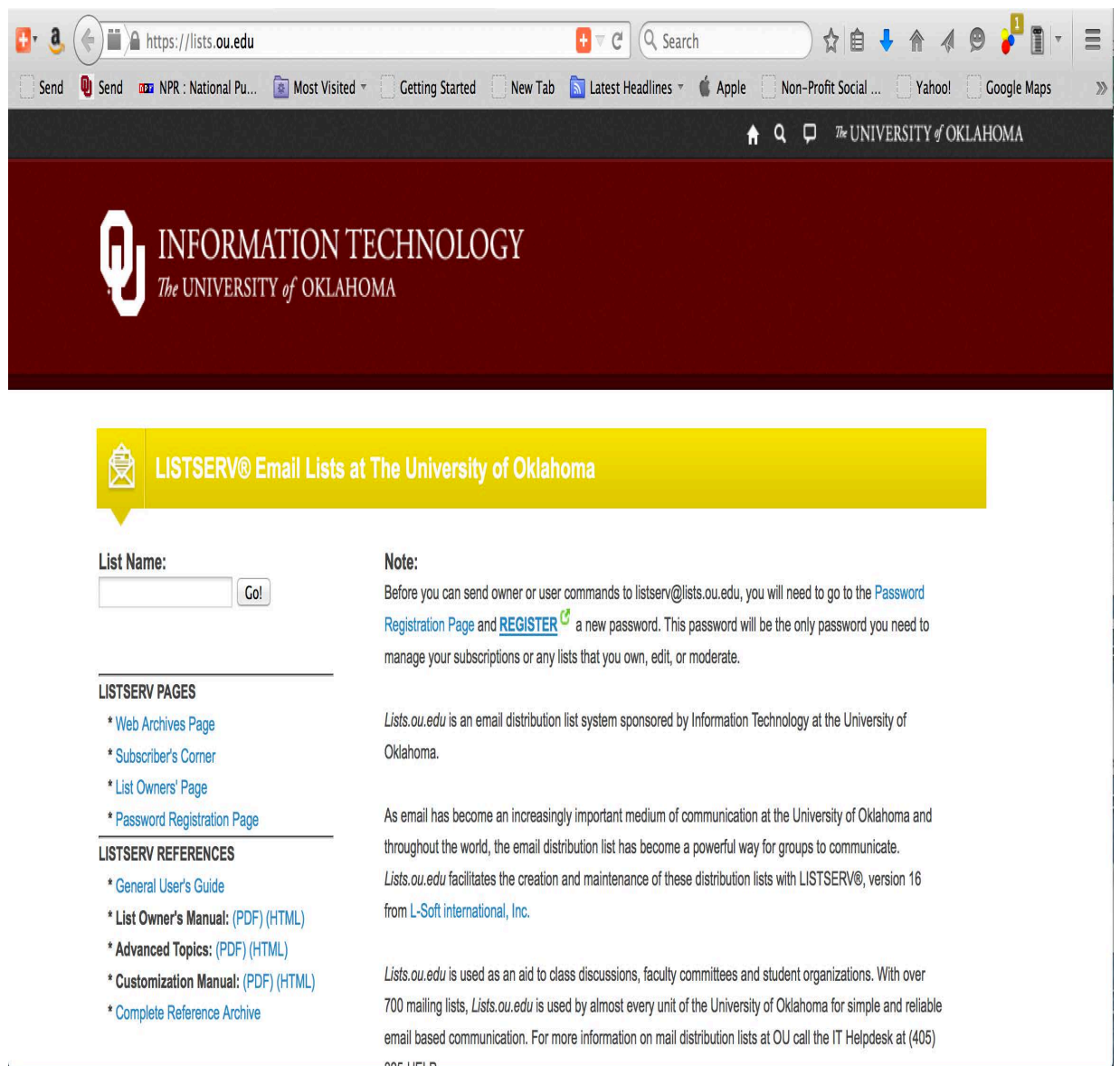
HOW IT WORKS:

- 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

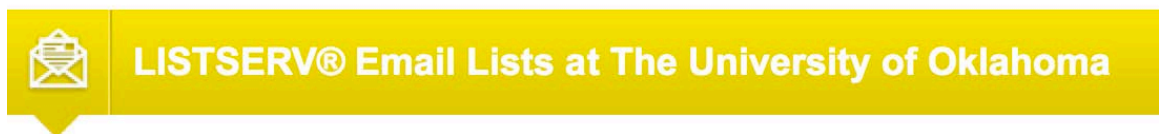


The screenshot shows a web browser window with the URL <https://lists.ou.edu>. The browser's address bar and tabs are visible at the top. Below the browser window, the website's header features the University of Oklahoma logo and the text "INFORMATION TECHNOLOGY The UNIVERSITY of OKLAHOMA". A yellow banner below the header reads "LISTSERV® Email Lists at The University of Oklahoma".

The main content area is divided into two columns. The left column contains a "List Name:" label above an input field and a "Go!" button. Below this are two sections: "LISTSERV PAGES" with links for "Web Archives Page", "Subscriber's Corner", "List Owners' Page", and "Password Registration Page"; and "LISTSERV REFERENCES" with links for "General User's Guide", "List Owner's Manual: (PDF) (HTML)", "Advanced Topics: (PDF) (HTML)", "Customization Manual: (PDF) (HTML)", and "Complete Reference Archive".

The right column contains a "Note:" section with text explaining that users need a password to send commands to listserv@lists.ou.edu and should use the "Password Registration Page" and "REGISTER" button to create one. Below this is a paragraph stating that *Lists.ou.edu* is an email distribution list system sponsored by Information Technology at the University of Oklahoma. Another paragraph explains that email has become an increasingly important medium of communication at the University of Oklahoma and that *Lists.ou.edu* facilitates the creation and maintenance of these distribution lists with LISERV®, version 16 from L-Soft International, Inc. A final paragraph states that *Lists.ou.edu* is used as an aid to class discussions, faculty committees and student organizations, with over 700 mailing lists, and is used by almost every unit of the University of Oklahoma for simple and reliable email based communication. For more information on mail distribution lists at OU call the IT Helpdesk at (405) 225-HELP.

2. In the “List Name” field enter AEJMAC-L [not case sensitive]



List Name:


LISTSERV PAGES

- * [Web Archives Page](#)
- * [Subscriber's Corner](#)
- * [List Owners' Page](#)
- * [Password Registration Page](#)

LISTSERV REFERENCES


- * [General User's Guide](#)
- * [List Owner's Manual: \(PDF\) \(HTML\)](#)
- * [Advanced Topics: \(PDF\) \(HTML\)](#)
- * [Customization Manual: \(PDF\) \(HTML\)](#)
- * [Complete Reference Archive](#)

Note:

Before you can send owner or user commands [Registration Page](#) and [REGISTER](#)  a new page to manage your subscriptions or any lists that you

Lists.ou.edu is an email distribution list system at The University of Oklahoma.

As email has become an increasingly important mode of communication throughout the world, [THE EMAIL](#)  distribution system *Lists.ou.edu* facilitates the creation and [MAINT](#)  of lists. It was developed in 1986 from L-Soft international, Inc.

Lists.ou.edu is used as an aid to class discussion and research. [700 MAILING LISTS](#) , *Lists.ou.edu* is used to provide a reliable email based communication. [FOR MORE](#)

3. Click Go! next to the list name field.


4. Select “Subscribe or Unsubscribe” on the left-hand side of the page

Logged in as: mcarstarphen@ou.edu (Owner) Basic Mode | Edit Page








 **LISTSERV 16.0** 

List Management ▾ List Moderation Subscriber's Corner Email Lists Preferences Log Out



AEJMAC-L@LISTS.OU.EDU  LISTSERV Archives



Latest Messages		
Fwd: I walked off Adam Sandler's set - will you sign my petition?	Ek Daufin <ekdaufin@ALASU.EDU>	Wed, 6 May 2015 17:33:29 -0500
Re: MAC Members and Elections	Ek Daufin <ekdaufin@ALASU.EDU>	Wed, 6 May 2015 15:30:15 -0500
Re: MAC Members and Elections	Dr. Linda Callahan <lindac@NCAT.EDU>	Wed, 6 May 2015 15:36:38 +0000

AEJMAC-L	
<p>FOR THE MINORITIES AND COMMUNICATION DIV. OF AEJMC Hide Latest Messages</p> <p><i>AEJMAC is 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.</i></p> <ul style="list-style-type: none">• May 2015• April 2015• March 2015• February 2015• January 2015• December 2014• November 2014• October 2014• September 2014	<div style="background-color: #4a7ebb; color: white; padding: 5px;">Search Archives</div> <div style="background-color: #4a7ebb; color: white; padding: 5px;">Advanced Options</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"><input style="width: 90%;" type="text"/> <input type="button" value="Search"/></div> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-top: 10px;">Options</div> <div style="padding: 5px;"> Log Out</div> <div style="padding: 5px;"> Change Password</div> <hr/> <div style="padding: 5px;"> Search Archives</div> <hr/> <div style="padding: 5px;"> Subscribe or Unsubscribe</div> <div style="padding: 5px;"> Post New Message</div> <div style="padding: 5px;"> Newsletter Templates</div> <hr/> <div style="padding: 5px;"> Preferences</div>


TO SUBSCRIBE:

5. Type in your name AND your email where indicated and follow the format examples.

Logged in as: mcarstarphen@ou.edu (Owner) Basic Mode | Edit Page

List Management ▾ List Moderation Subscriber's Corner Email Lists Preferences Log Out

 **Subscriber Management (AEJMAC-L)**  AEJMAC-L Home

Select List: Update

Single Subscriber **Bulk Operations**

AEJMAC-L

Examine or Delete Subscription

Name or Address:

henry@somewhere.com
Henry Brown
s'tivia

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

View or Set Subscription Options

Notification Options:

Send Email Notification
 Do Not Notify the User

Name:

Email Address:

Subscribed Since: 27 Mar 2004

Subscription Type

<input type="radio"/> Regular	[NODIGEST]
<input checked="" type="radio"/> Digest (traditional)	[NOMIME DIGEST]
<input type="radio"/> Digest (MIME format)	[NOHTML MIME DIGEST]
<input type="radio"/> Digest (HTML format)	[HTML DIGEST]
<input type="radio"/> Index (traditional)	[NOHTML INDEX]
<input type="radio"/> Index (HTML format)	[HTML INDEX]

Mail Header Style

<input checked="" type="radio"/> Normal LISTSERV-style header	[FULLHDR]
<input type="radio"/> LISTSERV-style, with list name in subject	[SUBJECTHDR]
<input type="radio"/> "Dual" (second header in mail body)	[DUALHDR]
<input type="radio"/> sendmail-style	[IETFHDR]
<input type="radio"/> Normal LISTSERV-style (RFC 822 Compliant)	[FULL822]

Acknowledgements

<input type="radio"/> No acknowledgements	[NOACK NOREPRO]
<input type="radio"/> Short message confirming receipt	[ACK NOREPRO]
<input checked="" type="radio"/> Receive copy of own postings	[NOACK REPRO]

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.