

## HOW DO I JOIN A MAILING LIST?

The SWE mailing lists are managed using list serv software. You interact with the list serv software by sending commands to the SWE e-mail address, [listmanager@swe.org](mailto:listmanager@swe.org). The command to join a list is known as the subscribe command. The e-mail should have a blank subject line and must have only the following in the body of the e-mail:

```
subscribe {listname} {subscribername}
```

where {listname} is the name of the list to which you want to subscribe

**To join SWE New York Section Mailing List, {listname} is `swe_ny`.**

and {subscribername} is your name (for example, Jane Doe.) Note that regardless of the subscribername entered, you will ONLY BE SUBSCRIBED FOR THE E-MAIL ADDRESS THE MESSAGE COMES FROM.

Some other list serv software packages allow you to specify the e-mail address as part of the subscribe command; SWE's list serv does not support this to reduce the likelihood that SPAMMERS will subscribe and post unwanted messages to the list.