



PoWERS ListServ

This information is also available at www.powers.ttu.edu/listserv.php

Overview

The purpose of this list is to facilitate communications among all women engineers, scientists and clinicians at TTU and TTUHSC by providing a forum to discuss issues as they arise, define collective goals, and to promote communication with each other. All postings will remain anonymous, and people can speak freely. Feel free to speak about anything that is of concern to you; all we ask is that you do not submit objectionable material - things that are obscene, unlawful, threatening, vulgar, obscene, racially or ethnically objectionable - you get the idea. However, if you are being harassed by anyone in your department, speak up about that!

List Etiquette Guidelines

1. Please do not forward PoWERS list mailings, or disseminate information in PoWERS messages, without first obtaining permission through the PoWERS office.
2. Remember that this is a private list, and only PoWERS members may send to the list.

Subscribe to the PoWERS ListServ

1. Open your web browser and navigate to: www.powers.ttu.edu/listserv.php#Join

SUBSCRIBE TO THE POWERS LISTSERV

Email address:

(optional) Your name:

(optional) Set Your Password:

Verify Your Password:

2. Enter your **Email address**.
3. You may also enter an *optional Name* and **Password**
4. Click .
5. You will receive 2 email confirmations: one when you submit your request to subscribe to the list and one when you have been added to the list.

Post a Message

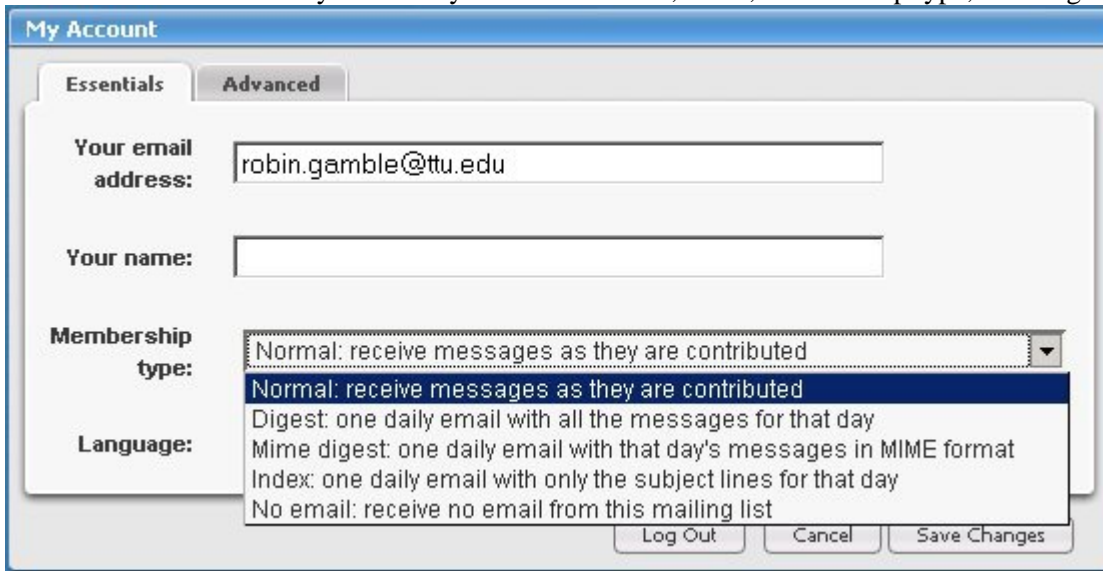
1. Via Email:
 - a. Email your submissions to powers_listserv@lyris.ttu.edu.
2. Via a Web Browser:
 - a. Open your web browser and navigate to http://lyris.ttu.edu/read/?forum=powers_listserv.
TIP: Bookmark this page for future reference.
 - b. Log in with your email address (and password if you set a password).
 - c. Click in the upper right-hand corner of the **Messages** window.
 - d. Enter a **Subject** and **Message Body**. Attach a file if applicable.
 - e. Click .

Reply to a Message

3. Via Email:
 - a. Reply to the appropriate email from **powers_listserv@lyris.ttu.edu**.
4. Via a Web Browser:
 - a. Open your web browser and log in to http://lyris.ttu.edu/read/?forum=powers_listserv.
 - b. Click the message you wish to reply to.
 - c. Click in the lower right-hand corner of the **Read Messages** window.
 - d. Enter your reply in the **Message Body** field. Attach a file if applicable.
 - e. Click .

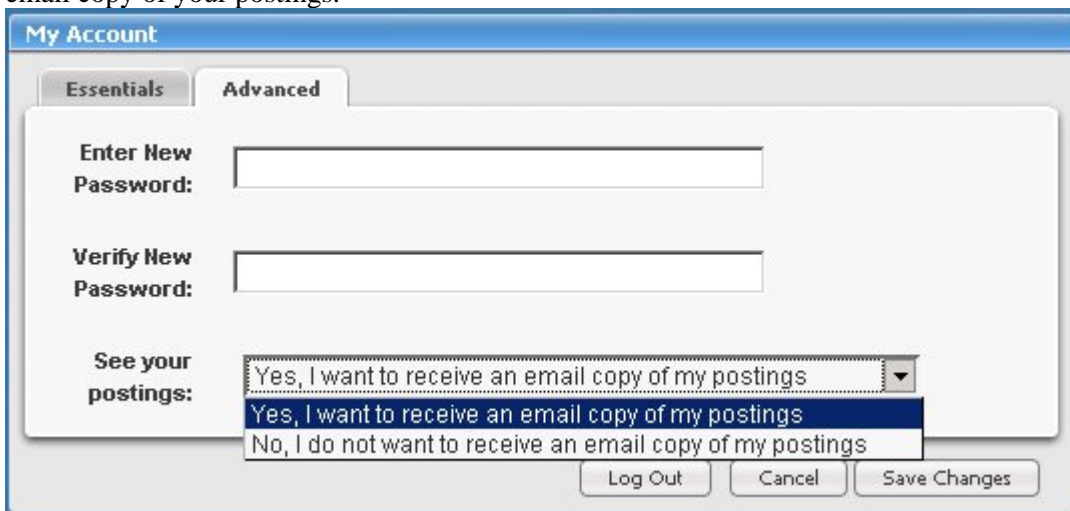
Change your Preferences

1. Open your web browser and log in to http://lyris.ttu.edu/read/?forum=powers_listserv.
2. Click the **My Account** link in the left navigation menu.
3. The **Essentials** tab allows you to edit your email address, name, membership type, and language.



The screenshot shows the 'My Account' page with the 'Essentials' tab selected. The page has a blue header with the text 'My Account'. Below the header are two tabs: 'Essentials' (selected) and 'Advanced'. The main content area contains four fields: 'Your email address' with the value 'robin.gamble@ttu.edu', 'Your name' (empty), 'Membership type' with a dropdown menu showing 'Normal: receive messages as they are contributed' selected, and 'Language' with a dropdown menu showing 'Digest: one daily email with all the messages for that day' selected. At the bottom right of the form are three buttons: 'Log Out', 'Cancel', and 'Save Changes'.

4. The **Advanced** tab allows you to create or change your password and specify if you want to receive an email copy of your postings.



The screenshot shows the 'My Account' page with the 'Advanced' tab selected. The page has a blue header with the text 'My Account'. Below the header are two tabs: 'Essentials' and 'Advanced' (selected). The main content area contains three fields: 'Enter New Password' (empty), 'Verify New Password' (empty), and 'See your postings' with a dropdown menu showing 'Yes, I want to receive an email copy of my postings' selected. At the bottom right of the form are three buttons: 'Log Out', 'Cancel', and 'Save Changes'.

5. Click .

Unsubscribe from the PoWERS ListServ

1. Open your web browser and navigate to: <http://www.depts.ttu.edu/powers/listserv.php#Unsubscribe>

UNSUBSCRIBE FROM THE POWERS LISTSERV

Email address:

2. Enter your **Email address**.
3. Click .