

## Using the Listserv (Posting and Rules)

Standing LISTSERV Posting Rules (M. Cheatham, 1988 update 2023 Steven Ray):

- All post must include a signature block that identifies who you are, who you work for, and where your organization is located.
- Email attachments are NOT allowed. All attachments will be stripped. This includes images.
- Very long email posts are discouraged. The current limit is 250 lines of text per post.
- Posts from instrument manufacturers are allowed, and active participation in discussions by instrument manufacturers is encouraged. However, marketing or blatant sales posts are not allowed.
- Pay attention to the subject line. Compose an accurate subject line that reflects the discussion. If you have a comment that is off-topic, create a new post.
- If you have a comment that is directed at a single person, consider emailing them directly instead of replying through the Listserv.
- All webpage addresses will be replaced with an SAFELINK anonymized link.
- Job Postings are welcomed. Please provide complete contact information for the posting.

## How to Post to a LISTSERV:

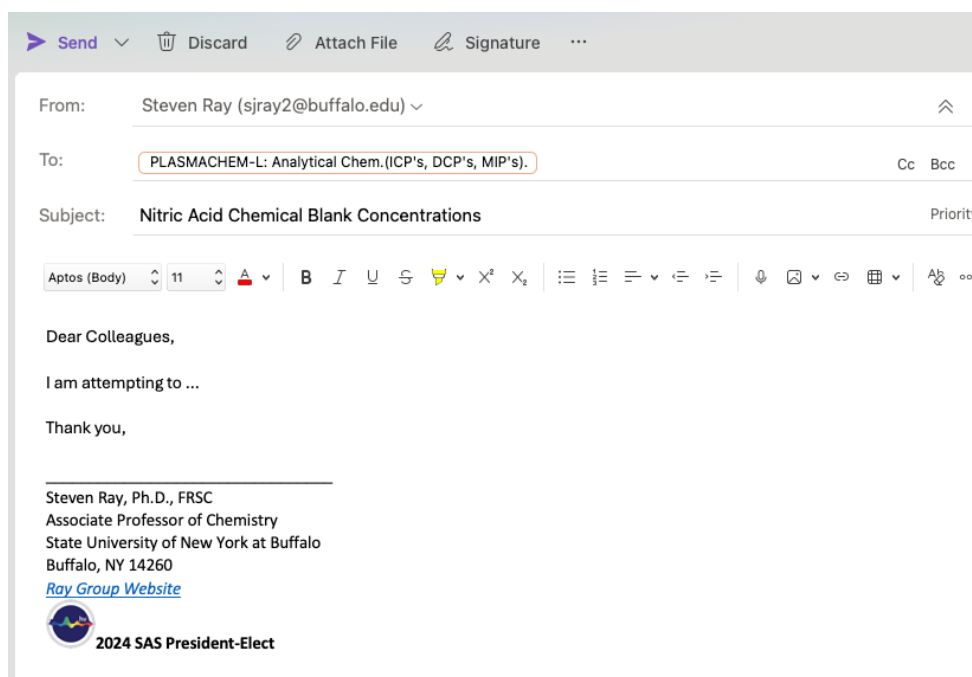
- Composing a new email. Address your email to the listserv email address.

Currently, the available lists are:

[Plasmachem-L@listserv.buffalo.edu](mailto:Plasmachem-L@listserv.buffalo.edu)

[Tims-L@listserv.buffalo.edu](mailto:Tims-L@listserv.buffalo.edu)

[XRF-L@listserv.buffalo.edu](mailto:XRF-L@listserv.buffalo.edu)



- Make certain the subject line is descriptive.
- You may receive an email FROM the listserv to CONFIRM that you did indeed intend to post the question. Follow the link in the email to CONFIRM your listserv post.
- Replying to an email. Simply REPLY directly to the email you received. Do NOT change the subject line.