

Instructions for Listserver Use

1. Receive Messages as they are Contributed:

(Please note: You are automatically set up to receive messages as they are contributed)

From your Web browser go to <http://list.ashp.org/read/>. Login using your email address and member password and under 'My Account' change your "Membership type:" to "Normal: receive messages as they are contributed". Click on the Save Changes button.

Or

If you wish to return to your original default setting of receiving messages as they are contributed send an e-mail to lyris@list.ashp.org with the following text:

```
set %%list.name%% mail  
(for example: set practice_managers_list mail)
```

2. Receive Messages as a Daily Digest:

From your Web browser go to <http://list.ashp.org/read/>. Login using your email address and member password and under 'My Account' change your "Membership type:" to "Digest: one daily email with all messages for that day". Click on the Save Changes button.

Or

To receive one message daily with all the contributions for that day, send an e-mail to lyris@list.ashp.org with the following text:

```
set %%list.name%% digest  
(for example: set practice_managers_list digest)
```

3. Suspend Messages for a period of time:

From your Web browser go to <http://list.ashp.org/read/>. Login using your email address and member password and under 'My Account' change your settings to "No email: receive no email from this mailing list." Click on the Save Changes button.

When you are ready to re-instate your mailings perform Instruction Number 1.

4. Posting a New message:

Address your message to %%list.name%%@list.ashp.org

Please note that you must include a SUBJECT; postings without a subject will not be accepted.

5. Posting Replies:

Replying to a message on the list will go to the entire list, with the entire message thread history. Unless the message history is pertinent to your reply, you may wish to delete all or most of the previous message history in your reply.

It is not always necessary to send a reply to the entire list. Sometimes, it is better to send a private reply to just the sender, especially if your message is of a private or personal nature. Just hitting reply is the equivalent of talking on "party line". Simply hitting reply sends your response back to the entire list not just the sender. Using a little judgment will make the list more useful for everyone and cut down on mailbox maintenance for all participants.

6. Viewing Archives:

From your web browser, go to <http://list.ashp.org/read/>. Login using your email address and member password, go to 'My Forums'. Select the list for which you would like to view the archives.

7. Replying to an Archived message:

If you would like to respond to a message in the archive, simply click the 'Reply' button, compose your message and click 'OK'. You may attach a relevant small file (mailing cannot exceed 100K in size). If your mailing exceeds the allowed mailing size, the Listserver will notify you.

8. Where to report problems?

If you have ANY problems with the listserver, *PLEASE* do not post them on the list. Your list manager is at your disposal for this very purpose; please avail yourself of this resource. The list administrator for this listserver [List Admin Name] is %%email.owner%%.

9. ASHP Policy on Participation in Listservers

This Listserver is intended only for enrollees to communicate about pharmacy practice-related issues. It is NOT intended for commercial purposes or for recruiting or private uses. Antitrust laws prohibit competitors from making decisions together regarding the prices they charge, the suppliers they use and the customers to whom they sell. Therefore, users of this Listserver shall not post any information concerning market share, salary, sales territory and/or profit margins, and further, shall not post any material encouraging or discouraging the selection or rejection of customers and/or suppliers. Confidential or sensitive information

should NOT be posted on this site. Information or materials that are copyrighted by parties other than the posting party shall not be posted on this Listserv unless the posting party has express permission to do so. ASHP is not responsible for the content of the postings on the Listserv. ASHP reserves the right to monitor all messages and disenroll any participant who uses this communication site in an improper, inappropriate, or illegal manner. Posting improper, inappropriate, or illegal messages will result in the suspension of participation by the enrollee. The Listserv shall not be used for the distribution of general announcements, advertising, commercial releases, political or social advocacy, chain letters, jokes, personal or other non-practice related messages. ASHP reserves the right to disenroll any enrollee without notice.

ASHP assumes no responsibility for the content, quality and/or accuracy of the statements and opinions posted by individual enrollees. The views expressed in the Listserv are the personal statements and opinions of the sender and do not reflect official ASHP policies or positions unless clearly labeled as such. By posting or attaching material, the posting party warrants and represents that it owns the copyright with respect to such material or has received express permission to post or attach the material to the Listserv from the copyright owner. In addition, the posting party grants ASHP and users of this Listserv the non-exclusive right and license to display, copy, publish, distribute, transmit, print and use such information or other material. All messages become the property of ASHP, and users should not expect any messages posted in the Listserv to be private. ASHP does not guarantee the accuracy or completeness of any information in the Listserv. The Listserv is provided with no warranty, express or implied, and all such warranties are hereby disclaimed, including the warranties of merchantability and fitness, with regard to information posted on this site, whether posted by ASHP or any third party. In no event shall ASHP be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits arising out of or in connection with the use or performance of any information posted on this site, including damages caused by computer viruses.

Users are further referred to [Disclaimer and Limitations](#) of Liability on the ASHP Web page, the terms and conditions of which shall govern all uses of the Listserv.

10. Tips on Listserv Use

Follow the link below to the ASHP website for an article entitled: "[Manners Matter Online.](#)"

<http://www.ashp.org/news/ShowArticle.cfm?id=3276>