

# Southern Utah University

## Theatre and Dance Department

### Callboard LISTSERV

#### **What is the purpose of the callboard LISTSERV?**

The Callboard LISTSERV has been created to facilitate communication between students, faculty and staff of Southern Utah University's Theatre and Dance Department.

#### **What is a LISTSERV?**

A listserv at its most basic is an email mailing list. You must subscribe to be a member of the list. Once you wish to ha

to and please include your name when you register. You must also pick a password as well as decide if you want the list sent as a list in digest form whenever someone

sends an email to the list it will show up in your email inbox. Digest sends all daily emails from the list to your inbox in a single email helping to eliminate inbox clutter.

#### **How can I change to receive the digest form of the list?**

Enter the following address into your browser: <http://lists.suu.edu/mailman/listinfo/callboard>. Type in your subscribed email address at the bottom of the page next to the Unsubscribe or Edit Options button and you will be taken to a screen to enter your password. Once entered an options screen will appear, next to Set Digest Mode click off or on to change this setting.

#### **How do I send a message to all the list subscribers?**

Just send an email with a subject line to [callboard@lists.suu.edu](mailto:callboard@lists.suu.edu), it is that easy.

#### **What type of material can be sent to the list?**

The purpose of the list is to keep students, faculty and staff informed on happenings here at SUU and the larger theatre world. Information on jobs, performances, requests for help, or anything related to this is completely welcome.

#### **Is the list moderated?**

The list is moderated, offensive and spam posts will be dealt with by cancelation of your subscription.