



GMR-OHSLA LISTSERV®

Instructions for Use

The **Ohio Health Sciences Library Association LISTSERV** provides a fast and easy way to consult with fellow Ohio librarians, keep up-to-date with resources in our field, and share job postings. When you pay your membership in OHSLA, you are added to the **GMR-OHSLA LISTSERV**.

LISTSERV® is e-mail list management software. It allows list owners to maintain their lists through e-mail or web-browser interfaces. List subscribers can control personal list settings through a simple web interface. The list archives are available online. List subscribers can read and send messages via e-mail or through the web interface.

The GMR-OHSLA LISTSERV is set to **Private, Confirm**, which means only subscribers of the LISTSERV may send messages to the list, and when a message is sent, the sender must take one additional step to confirm their post before it is sent.

How to send a message to all the GMR-OHSLA LISTSERV members:

1. Using the email address you have provided to OHSLA, create a new message to:
GMR-OHSLA@list.uiowa.edu
2. Type the subject of the message
3. Type the text of the message
4. Click **Send**.
5. Wait for a “confirmation required” message to be sent back to you. Follow the directions in the confirmation email by clicking on the link provided.
6. Once confirmed, the message will be sent to all current subscribers. This list is maintained by the OHSLA Membership Committee and consists of all current members of OHSLA.

Reply to GMR-OHSLA

If your note is meant for only the sender, please do not hit “Reply” to gmr-ohsla@list.uiowa.edu. Sending a reply to gmr-ohsla@list.uiowa.edu broadcasts the message to the entire list.

Unsubscribe from GMRLIST

1. Address an e-mail message to listserv@list.uiowa.edu
2. Put the following in the body of the message: **signoff gmr-ohsla**
3. Do **not** include your name or e-mail address in the body of the signoff message.

Log In

The [NNLM/GMR](#) office provides access to LISTSERV via the University of Iowa. You can log in and administrate your subscription at <https://list.uiowa.edu>

Questions?

To contact the list owner, send a message to heidib@ohionet.org