

Managing Listserv (Mailing Lists) Subscriptions

Are you receiving the TrailBlazer and/or J4 MAC listservs that you signed up for?

To subscribe to listservs, you **must** be registered and logged in to the TrailBlazer Web site.

To select and confirm listserv registration:

- Step 1** Choose EDIT PROFILE near the top of any TrailBlazer or J4 Web page.
- Step 2** Click on the Listserv tab.
- Step 3** Click on Show All under Available Subscriptions to view all available listservs.
- Step 4** Click the box beside each listserv that you wish to subscribe to.
- Step 5** Click Subscribe at the bottom of the page. You will receive a confirmation e-mail from "lyris-confirm." You **must respond** to this e-mail to confirm and activate your subscription.
- Step 6** Click on the link included in the e-mail to confirm and activate your subscription. A window will open confirming your membership.

To check your listserv status after confirming subscription:

- Step 1** Choose EDIT PROFILE near the top of any TrailBlazer or J4 Web page.
- Step 2** Click on the Listserv tab.
- Step 3** View the Status column under My Subscriptions. Your status should show Normal. If the Status displays **anything other than Normal**, further action is needed by you in order to receive the listservs.

Note: If the confirmation e-mail was not received, check your spam or bulk e-mail. If you find the confirmation e-mail there, select the confirmation message and mark it "Not Spam," which should allow future messages to be delivered correctly. If the confirmation e-mail cannot be located, select "Unsubscribe," then resubscribe to the listserv.