

How To Join the MAS Listserv

A Step-by-Step Guide

As part of the new MAS website, we have created a listserv for members. A listserv is a message distribution system that distributes messages to subscribers on an electronic mailing list. It allows members to have conversations online in a secure format.

It is a place for members to:

- Post information about and discuss museum events
- Share success stories (What did you do? Why was it such a success?)
- Ask for assistance (Does anybody know of some good resources for Oral History Collection?)
- Post links to interesting articles
- Post museum jobs
- Ask questions (What is your museum planning for special events this summer? Has anyone else applied for Young Canada Works?)
- Offer artifacts if your museum is deaccessioning
- Discuss anything related to museums!

The Listserv is moderated by MAS staff to ensure that content is relevant to museums and conversation is in a respectful manner. Any comments or subjects that are rude or disrespectful may be removed at any time.

The MAS listserv is hosted through google groups. In order to access the listserv, you will need to create a google account at accounts.google.com/signup

Note: If you already have a gmail address, you already have a google account. Use your gmail address to sign up for the listserv.

Signing Up For The Listserv

Accessing the Listserv is easy! Just follow these three steps:

1. Visit <http://accounts.google.com/signup> and create a google account.

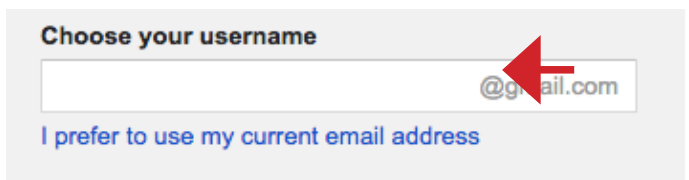
Note: When you create a google account, google will ask you to also create a gmail address. If you wish to use your current email address, simply select “I prefer to use my current email address.”

2. Go to the “Mas Listserv” link in the drop down menu under “Member Area” on the MAS website. You will have to be logged in to the Member Section of the website in order for this to work.

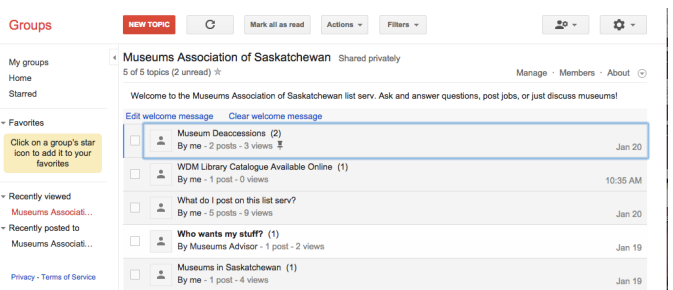
3. Click “Subscribe to Group.”

You are now subscribed to the MAS Listserv!

On the next page, we will discuss the different ways to use the listserv.



When creating your google account, click “I prefer to use my current address,” if you do not wish to create a gmail account.

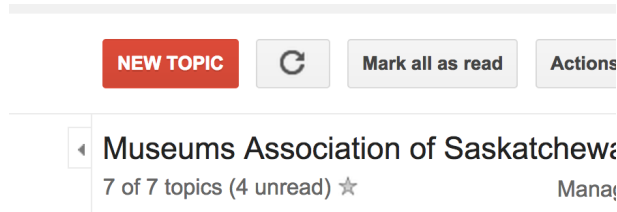


Once you have subscribed to the Listserv, you will be directed to a page that looks like this.

Create a Topic

To post a new topic to the listserv:

1. Click the red “New Topic” Button in the top left hand corner.



2. Choose a subject, write, your post.

3. Click the red “Post.” button/ Your topic will be added to the listserv and an email notification will be sent to all members.



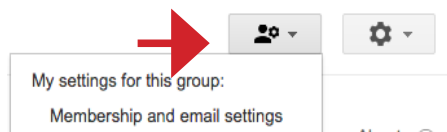
Post to a Topic

To post to an already existing topic, simply click on the topic, type in your response, and click on the green “post” button. Your response will be sent in an email to all members.

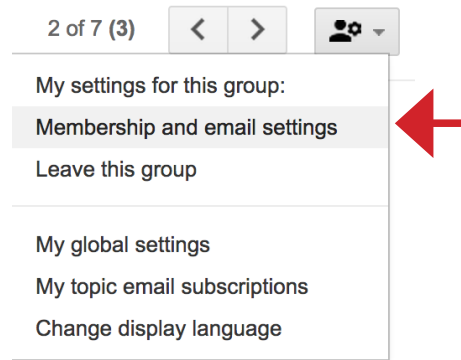
Changing Your Email Settings

Every time someone creates a new topic or replies to one, an email notification is sent out to all members of the listserv. Many people find this feature quickly fills up their inboxes. The simple way to avoid this is to change the listserv settings so that you are sent daily “summaries” that include all listserv postings from the day in a single email. This can be done in the listserv settings by:

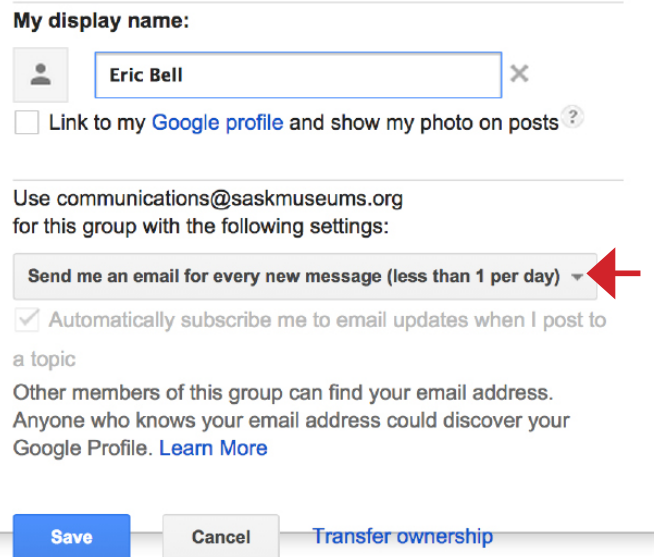
1. Click on the image of the gear and perso in the right hand corner of the screen.



2. Select “Membership and email settings”



3. Once in membership settings, choose how often you wish to receive email messages.



4. Click “save.”

Post To the Listserv Often

The Listserv only works if its members contribute! Post to it often, and get the conversation going. Having the listserv connects MAS members across the province and the country. Together, we can create a conversation that will further strengthen our museums.

Questions?

Contact MAS at mas@saskmuseums.org or at 306-780-9241.