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### Quick Start Guide

#### Introduction

This document provides guidance on how to subscribe to, review archives from, and manage your preferences in using the State's K – 12 school technology listserv, which serves subscribers in multiple ways:

- Offers a vendor-free, peer-to-peer network to share ideas and advice
- Announces statewide technology news (e.g., grants, events, etc.)
- Shares timely, relevant educational technology research
- Offers opinions on how the state and CET specifically can support educational technology causes in Connecticut

#### Subscribe and Unsubscribe via E-Mail

To subscribe via e-mail, simply send a message to [listserv@list.ct.gov](mailto:listserv@list.ct.gov) and include the following in your message body:

**subscribe CET\_K-12\_EDTECH First Last**

Where "First" and "Last" are your first and last name.

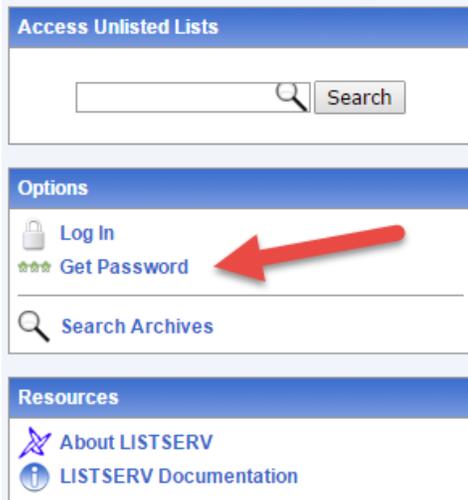
You can unsubscribe at any time in the same manner, simply by sending an e-mail to [listserv@list.ct.gov](mailto:listserv@list.ct.gov) with the following text in the body:

**signoff CET\_K-12\_EDTECH**

## Web Interface

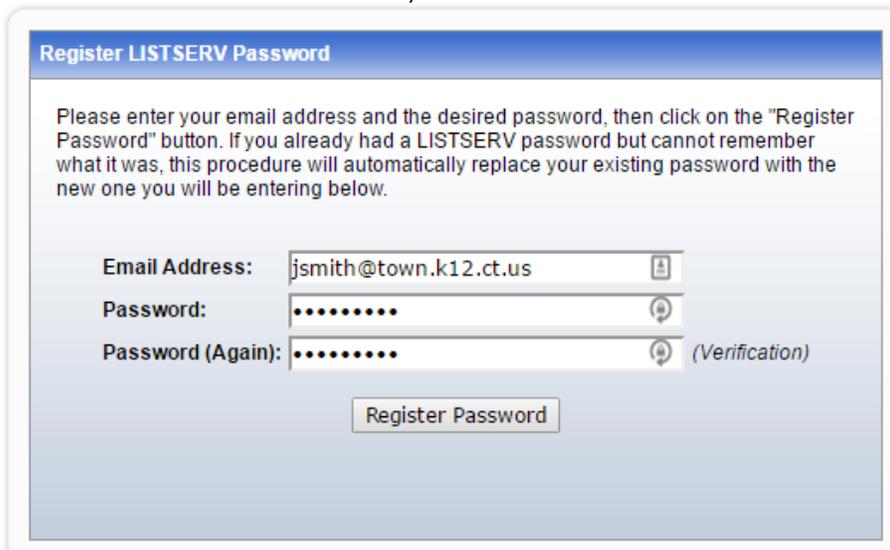
The K – 12 listserv offers a Web interface where you can manage preferences and search an archive of past messages. To create an account, follow these steps:

- 1) Visit <http://listserver.ct.gov/scripts/wa.exe>
- 2) Click Get Password on the right side of the screen:



The screenshot shows a web interface with three main sections: 'Access Unlisted Lists', 'Options', and 'Resources'. The 'Access Unlisted Lists' section has a search box and a 'Search' button. The 'Options' section contains 'Log In' (with a lock icon), 'Get Password' (with three green stars), and 'Search Archives' (with a magnifying glass icon). A red arrow points to the 'Get Password' link. The 'Resources' section contains 'About LISTSERV' (with a star icon) and 'LISTSERV Documentation' (with an information icon).

- 3) Enter the e-mail address where you would like to receive listserv correspondence:



The screenshot shows a form titled 'Register LISTSERV Password'. It contains the following text: 'Please enter your email address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.' Below this text are three input fields: 'Email Address:' with the value 'jsmith@town.k12.ct.us', 'Password:' with a masked password of seven dots, and 'Password (Again):' with a masked password of seven dots and the label '(Verification)'. A 'Register Password' button is located at the bottom of the form.

- 4) You will receive a confirmation e-mail at the account you chose in the previous step:

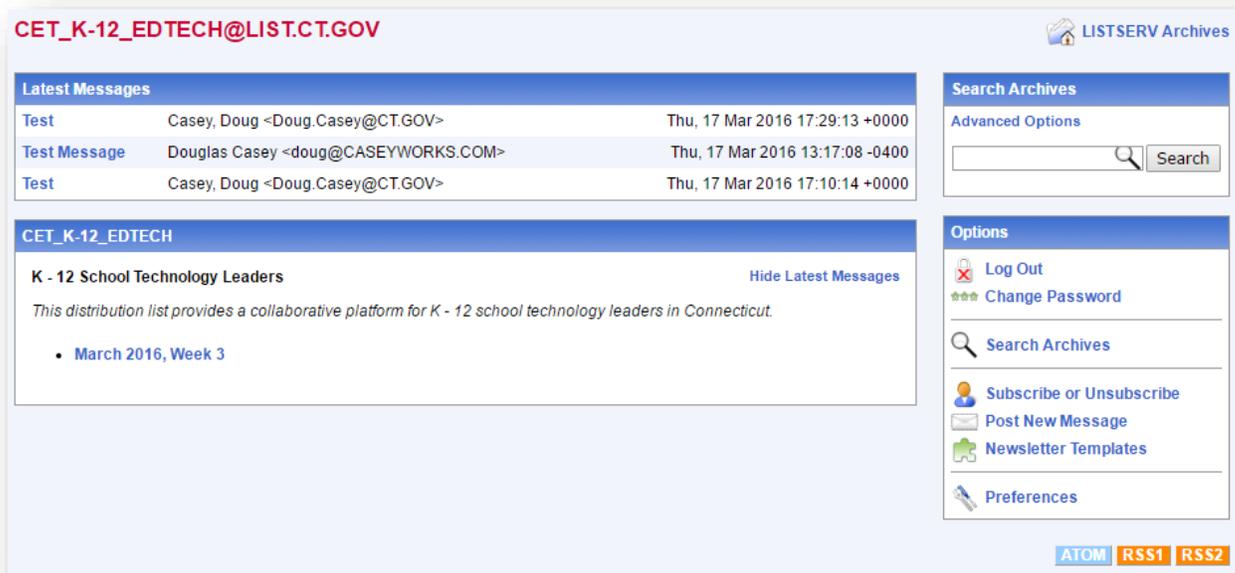
```
DAS/BEST LISTSERV Server (16.0) <LISTSERV@list.ct.gov>
to me ▾
Your command:
      PW REP *****
requires confirmation. To confirm the execution of your command, simply
reply to this message and type OK as the text of your message. If you
receive an error message, try sending a new message to
LISTSERV@LIST.CT.GOV (without using the "reply" function) and type OK
180338C6 as the text of your message.
Your command will be cancelled automatically if LISTSERV does not receive
your confirmation within 48h. After that time, you must start over and
resend the command to get a new confirmation code. If you change your
mind and decide that you do not want to confirm the command, then simply
discard this message and let the request expire on its own.
----- Original mail header -----
X-Received: by LIST.CT.GOV via 127.0.0.1 with TCP/IP (TCPGUI protocol, anonymous access)
```

Respond to this e-mail with the text "OK" in the body.

- 5) You will receive a confirmation e-mail:

```
DAS/BEST LISTSERV Server (16.0) <LISTSERV@list.ct.gov>
to me ▾
> OK
Confirming:
> PW REP *****
Your new password was registered successfully.
```

- 6) You can then log into the Web interface to access archived messages, change your notification preferences, change your password, and even post a new message:



The screenshot shows the web interface for the **CET\_K-12\_EDTECH@LIST.CT.GOV** listserv. The interface is divided into several sections:

- Latest Messages:** A table showing recent messages.
 

Subject	From	Date
Test	Casey, Doug <Doug.Casey@CT.GOV>	Thu, 17 Mar 2016 17:29:13 +0000
Test Message	Douglas Casey <doug@CASEYWORKS.COM>	Thu, 17 Mar 2016 13:17:08 -0400
Test	Casey, Doug <Doug.Casey@CT.GOV>	Thu, 17 Mar 2016 17:10:14 +0000
- Search Archives:** A search bar with a magnifying glass icon and a "Search" button.
- Options:** A list of user actions:
  - Log Out
  - Change Password
  - Search Archives
  - Subscribe or Unsubscribe
  - Post New Message
  - Newsletter Templates
  - Preferences
- Feed Links:** Buttons for ATOM, RSS1, and RSS2.

The main content area displays the list name **CET\_K-12\_EDTECH** and the title **K - 12 School Technology Leaders**. Below the title, it states: "This distribution list provides a collaborative platform for K - 12 school technology leaders in Connecticut." A bullet point indicates the current content: "• March 2016, Week 3".

### Questions

For questions or support, e-mail [doug.casey@ct.gov](mailto:doug.casey@ct.gov).