IST-L and ISTJOBS listservs

Communication among faculty and students in the Department of Information Science takes place primarily through the department's listserv "IST-L." After establishing an email account, ALL IST STUDENTS SHOULD SUBSCRIBE TO IST-L TO BE SURE THAT THEY WILL GET IMPORTANT INFORMATION ABOUT REQUIREMENTS AND ACTIVITIES. For those interested in receiving job postings that are sent to the Office weekly, the listserv “ISTJOBS” has been established. You may subscribe to IST-L or ISTJOBS using any on-campus or off-campus email account. You do not have to be an IST student or faculty member to subscribe.

SUBSCRIBING TO IST-L
1. Logon to your e-mail account.
2. Compose a message to: listserv@listserv.albany.edu
3. For the message, type: Subscribe IST-L your name (e.g. Melvil Dewey) to subscribe to IST-L.
   To subscribe to ISTJOBS, replace IST-L with ISTJobs.
   NOTE: You cannot subscribe to both listservs in the same email message. Each subscription requires its own email message.
4. Send message. You will receive an email message confirming your subscription!

POSTING TO IST-L or ISTJOBS
1. To post a message to IST-L, send the email to: IST-L@listserv.albany.edu
   To post a message to ISTJOBS, send it to: ISTJobs@listserv.albany.edu
2. Enter message text.
   Helpful hint: When responding to a message posted to IST-L or ISTJOBS, be sure to check the reply address in your message. At times, by pressing the reply button, your message is addressed to be sent to everyone that is subscribed to the listserv. You may avoid this embarrassment by double-checking your email before pressing SEND!

HOW TO RECEIVE EMAILS IN DIGEST FORM
If you would prefer to receive one daily email with individual job postings attached to it, you may want to sign up to receive your mail in digest form.
1. From the email account that is subscribed to IST-L or ISTJOBS, compose a message to: listserv@listserv.albany.edu
2. Leave the subject line blank.
3. For the message, type: set ist-l digest or set istjobs digest.
4. Send message. You will receive an email confirming your subscription in digest form.

HOW TO UNSUBSCRIBE
1. From the email account that is subscribed to IST-L or ISTJOBS, compose a message to: listserv@listserv.albany.edu
2. For the message, type: SIGNOFF IST-L or SIGNOFF ISTJOBS
IST-L and ISTJOBS listservs

Information Science Communication

Communication with students in the MSIS program takes place primarily through the Information Studies Department’s listserv, IST-L. It is important that ALL MSIS STUDENTS SUBSCRIBE TO IST-L to be sure that they receive the most up-to-date information about requirements, classes, events, scholarships, and other opportunities. Also, student chapters of professional organizations announce their meetings and activities on IST-L.

You can subscribe to our listservs with any e-mail address by following the instructions on this sheet.

There is a separate listserv, ISTJOBS, for all employment information, including both student employment opportunities (part time on-campus and off-campus jobs) and professional (post-degree) employment.

In addition, every MSIS student who is registered for classes in a given semester will have a “mailbox” in the MSIS student lounge, Draper 101. The filing cabinets in the corner of the lounge will hold a separate mail folder for each student shortly after the semester begins.

Information Science office staff frequently need to communicate with students directly through e-mail or telephone. We try to keep current information for each student by asking that you fill out a contact information card each semester. Faculty will have these available during the first week of classes.

You should also be sure to update your personal contact information on MyUAlbany. To do this, go to http://www.albany.edu/myualbany/index.shtml, log in, and scroll down to the “Personal Information” section. From here, you can update your name(s), address(es), phone number(s), emergency contact(s), and other personal information.