

## **Welcome to the Maine Relatives As Parents (RAPP) Mental Health, Substance Abuse, and/or HIV/AIDS listserv!**

**What is a listserv?** A listserv is a tool that offers members the opportunity to post suggestions or questions to a large number of people at the same time. When you submit a question or something that you want to share to the listserv, your submission is distributed to all of the other people on that list.

**How do I use a listserv?** Each listserv targets pre-determined topics and discussions. RAPP is a list serve devoted to the concerns and needs of older relatives parenting children concerned about mental health, substance abuse, and/or HIV/AIDS.

Each listserv has two different addresses.

1. LIST address: This is the address you use to submit a query or share knowledge with the entire group. This message will be distributed to all people on the listserv. This is known as "sending mail to the list."
  - To send an email to the RAPP listserv simply send an email to: [rapp@mainecenteronaging.org](mailto:rapp@mainecenteronaging.org)
2. LISTSERV address: This is the address that you send commands to such as subscribing and unsubscribing.
  - To subscribe to the RAPP list, send an email to [majordomo@mainecenteronaging.org](mailto:majordomo@mainecenteronaging.org) with the words Subscribe RAPP in the BODY/TEXT of the email (not the subject line).
  - To unsubscribe from the RAPP listserv, send an email to [majordomo@mainecenteronaging.org](mailto:majordomo@mainecenteronaging.org) with the words Unsubscribe RAPP in the BODY/TEXT of the email (not the subject line).

### **Helpful listserv hints:**

In your messages, please include a brief and informative subject line.

Use caution when replying to the author of a list message. Make sure that you know who you are replying to, so as not to unintentionally send messages to the entire list. Choose "reply to sender" to address only the original author.

Please take others' opinions into consideration. Some messages may be more appropriate for private email conversation.

In order for this to remain an ongoing process, the knowledge, views, and resources of those involved are essential. Please take part in this opportunity!