

# NCIOP Listserv

Updated March 5, 2015

## To Subscribe & Send

- Go to <http://lists.ncsu.edu> and click on SUBSCRIBER INTERFACE.
- Enter "NCIOP" (without quotes) in the empty text box and click SEARCH.
- Enter your email address and name (optional) and press SUBSCRIBE.

You'll immediately receive a notification to approve your addition to the list. Follow the instructions in the email to confirm your registration. Haven't seen the notification? Check your spam mail and if you see the message there, please label the message as "Not Spam" so you receive future listserv messages!

Once subscribed, you can send a message to all subscribers by sending an email to [NCIOP@lists.ncsu.edu](mailto:NCIOP@lists.ncsu.edu) – please note this will only work when you are sending an email from the email address where you receive NCIOP emails!

## To Change Email Address

- Go to <http://lists.ncsu.edu> and click on SUBSCRIBER INTERFACE.
- Click the UNSUBSCRIBE OR CHANGE SETTINGS link in the header.
- Enter your email address and password and press SIGN IN – you can choose to change your email from the next page (Need your password? You can enter your email address and click MAIL MY PASSWORD under the "Lost Password" section).
- Once logged in, scroll down to the CHANGING YOUR ADDRESS section, enter your new address and hit the CHANGEADDR button.

## To Unsubscribe

- Go to <http://lists.ncsu.edu> and click on SUBSCRIBER INTERFACE.
- Click the UNSUBSCRIBE OR CHANGE SETTINGS link in the header.
- Enter your email address and password and press SIGN IN – you can choose to unsubscribe from the next page (Need your password? You can enter your email address and click MAIL MY PASSWORD under the "Lost Password" section).
- Once logged in, click the UNSUBSCRIBE button.

## Questions?

Please email [heather.burnett@bankofamerica.com](mailto:heather.burnett@bankofamerica.com) with any questions.