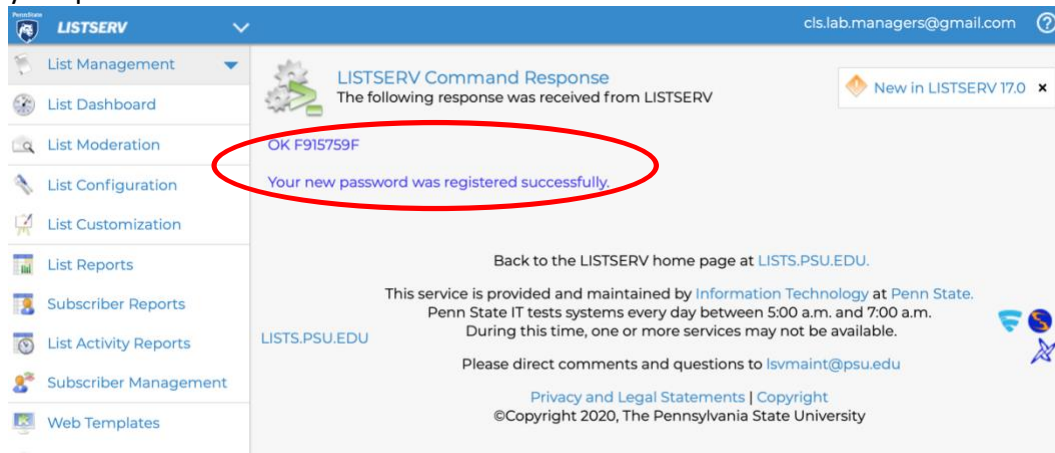


How to add yourself to CLS Info Listserv:

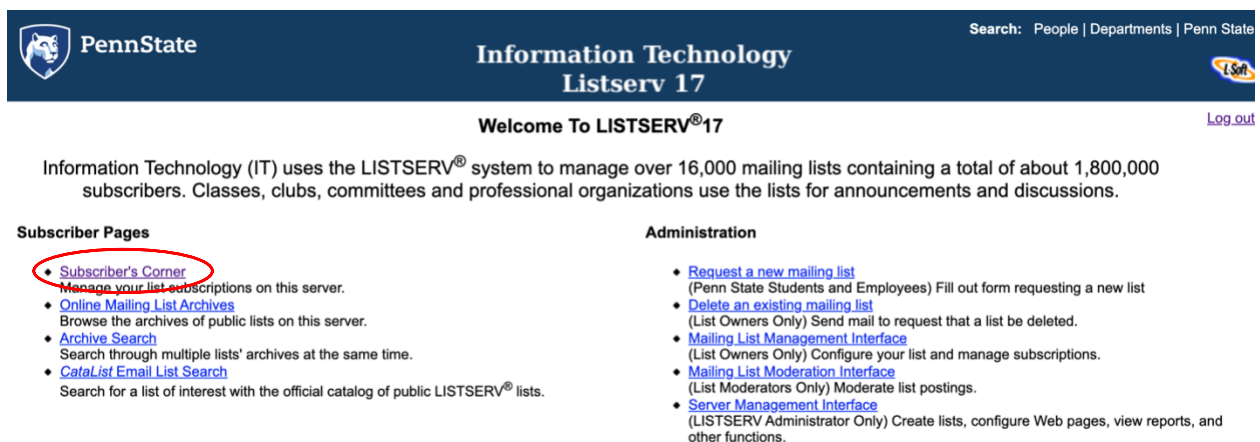
(Note: you cannot add yourself to the CLS internal Listserv. With requests to join the internal listserv, please email cls.lab.managers@gmail.com)

- 1.) You must create a listserv account with your email, if you do not already have a listserv account. It will have you create a password, and will send you an email with a link you must click to verify your request to create the account.
- 2.) You will receive this message after creating an account, and following the email to verify your password.

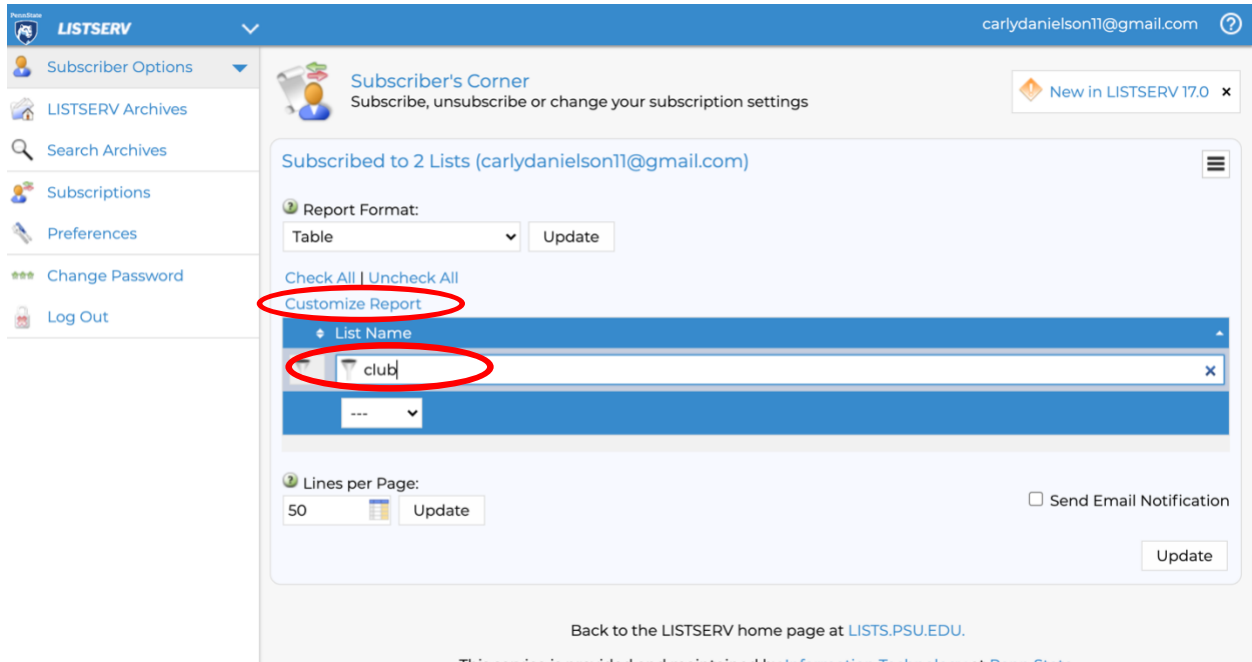


Search for listservs..

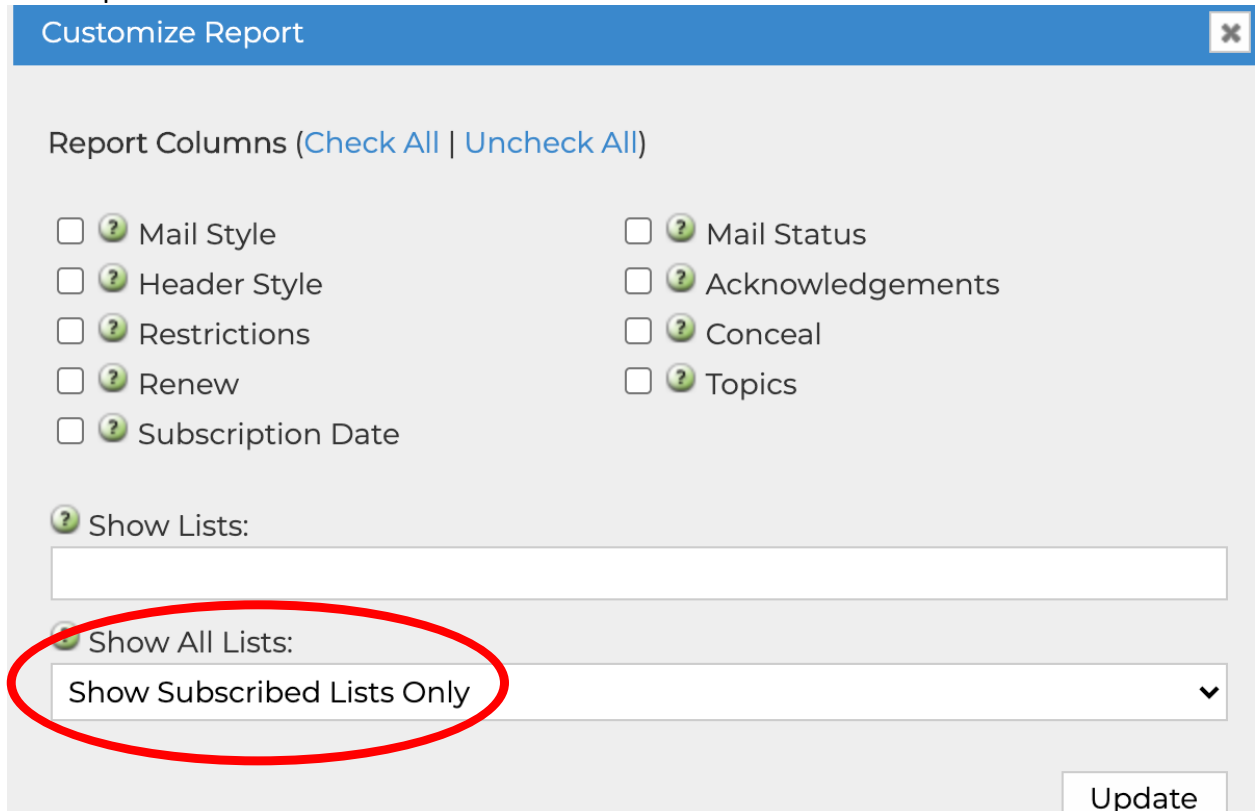
- 3.) Click "Subscriber's Corner" from the homepage.

A screenshot of the Information Technology Listserv 17 homepage. The header features the Penn State logo and the text 'Information Technology Listserv 17'. Below the header, it says 'Welcome To LISTSERV®17'. The main content area is divided into two columns: 'Subscriber Pages' and 'Administration'. Under 'Subscriber Pages', the 'Subscriber's Corner' link is circled in red. Under 'Administration', there are several links for managing mailing lists, including 'Request a new mailing list', 'Delete an existing mailing list', 'Mailing List Management Interface', 'Mailing List Moderation Interface', and 'Server Management Interface'. A 'Log out' link is visible in the top right corner.

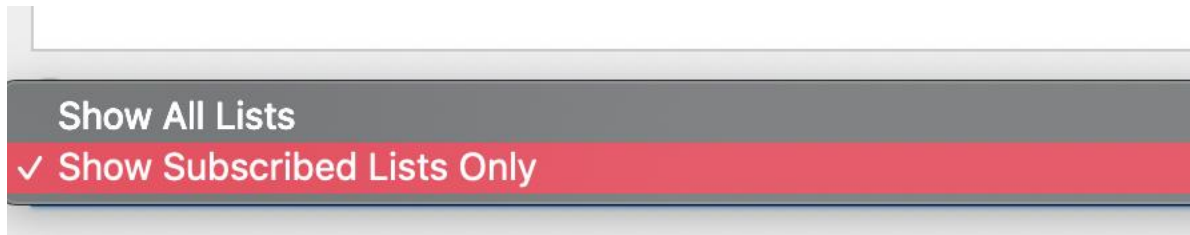
4.) Here, type a *keyword* (ex: “club”, or in this case type “CLS”) that matches the listserv you’re looking for.



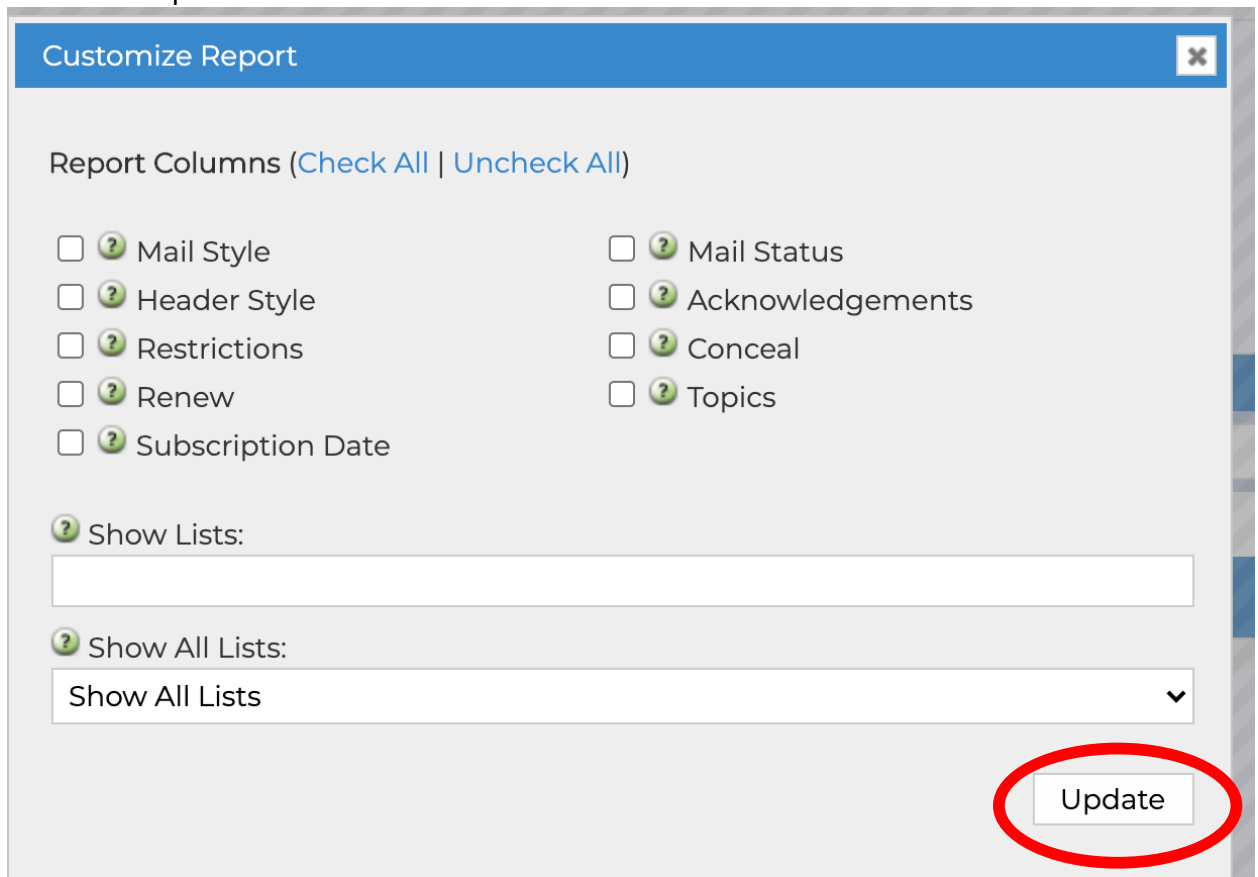
5.) Choose “Customize Report” (see image above), and from the menu (see below), choose the drop down menu under “Show All Lists:”



6.) Select "Show All Lists"

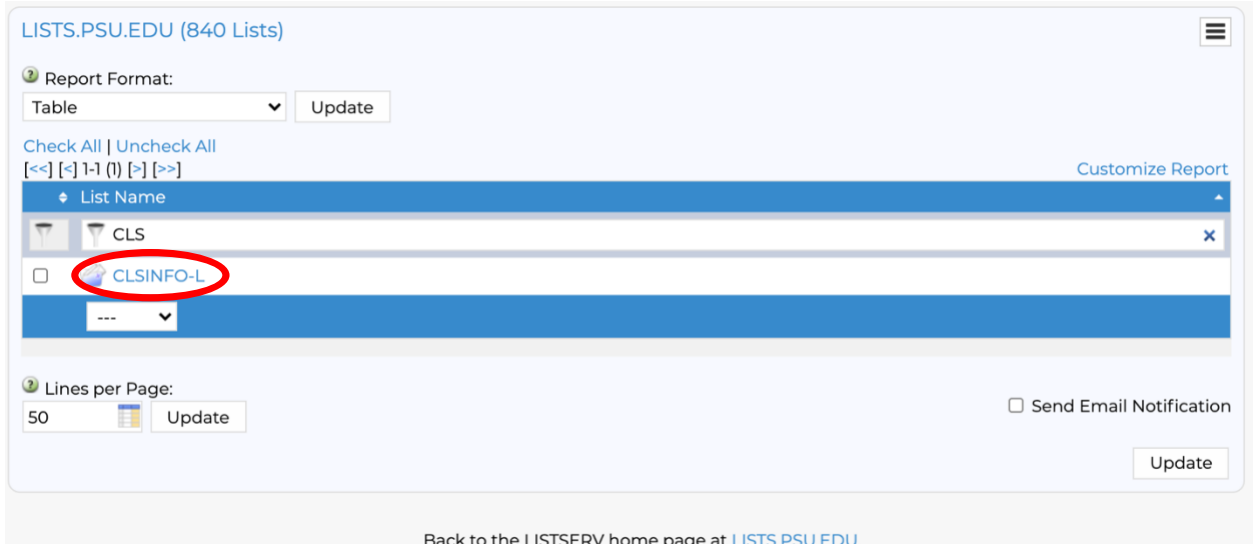


7.) Now click "Update".

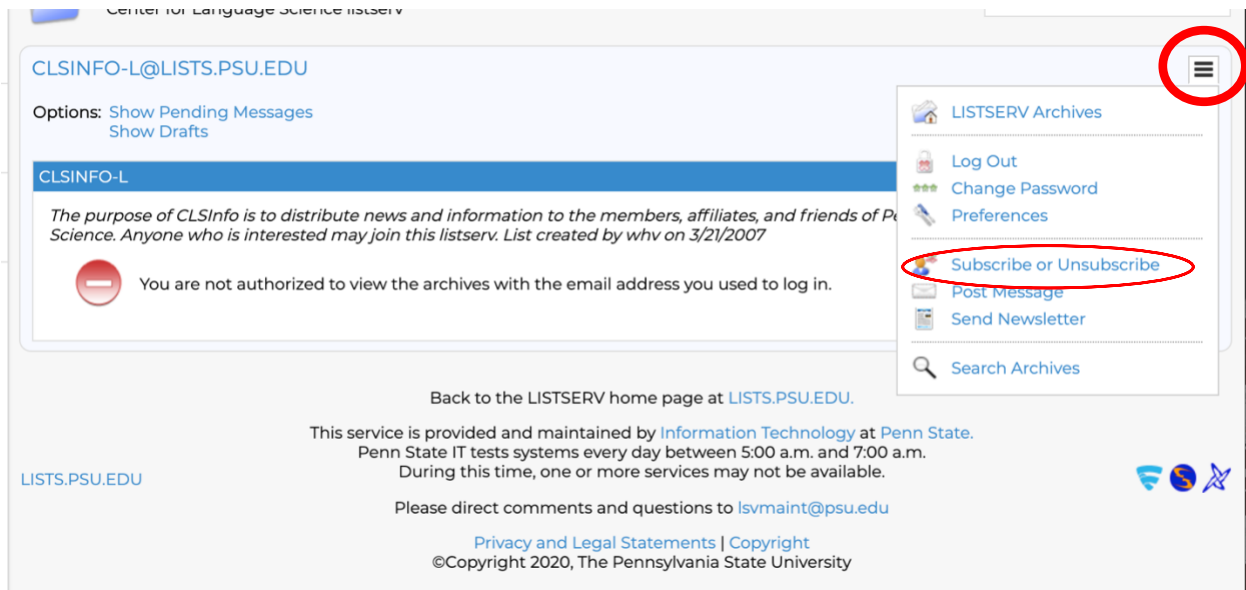


8.) Results will now show all public listservs with the keyword you're searching with.

9.) Click on the listserv you're wanting to subscribe to. (Here I've changed my search from "club" to "CLS".)



10.) Now click the *three lines* to view options.



11.) Select "Subscribe or Unsubscribe" (see image above).

12.) Click "Subscribe".

Subscription Management
Subscribe, unsubscribe or change your subscription settings

New in LISTSERV 17.0

CLSINFO-L@LISTS.PSU.EDU

You are currently **not subscribed** to the CLSINFO-L list. To join the list, fill in your name and click the "Subscribe" button.

List Name: CLSINFO-L Center for Language Science ▼

Name: Carly Danielson

Subscription Type: Regular Digest (Traditional) [NODIGES] [NOMIME DIGES]

Show Advanced **Subscribe**

Back to the LISTSERV home page at [LISTS.PSU.EDU](https://lists.psu.edu).

13.) You should see the screen shown below. You must now visit your email to access the confirmation request link.

Subscription Management
Subscribe, unsubscribe or change your subscription settings

New in LISTSERV 17.0 x

A confirmation request is being sent to your email address. Your subscription will not be completed until you respond to the confirmation request.

CLSINFO-L@LISTS.PSU.EDU

You are currently **not subscribed** to the CLSINFO-L list. To join the list, fill in your name and click the "Subscribe" button.

List Name: CLSINFO-L Center for Language Science ▼

Name: *Your name will be here*

Subscription Type: Regular Digest (Traditional) [NODIGEST] [NOMIME DIGEST]

Show Advanced **Subscribe**

Back to the LISTSERV home page at [LISTS.PSU.EDU](https://lists.psu.edu).

14.) Click the link attached to the email you have received.

Hello,

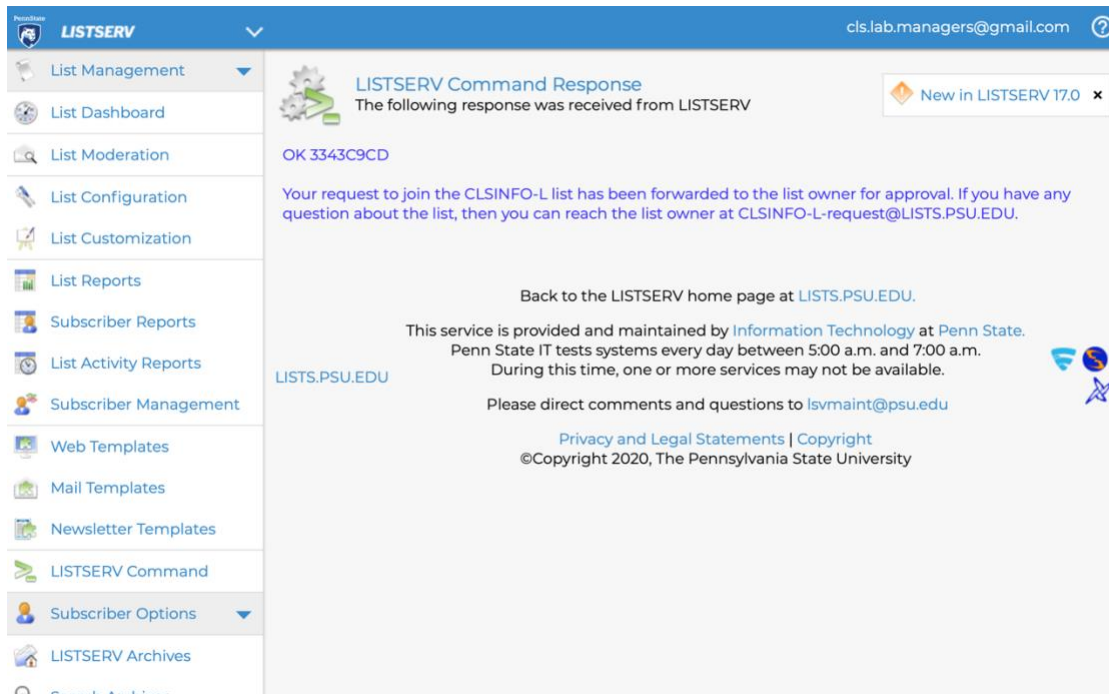
Your request to subscribe to the CLSINFO-L list (Center for Language Science listserv) requires confirmation.

To confirm that you want to subscribe, please click on this link:

<https://lists.psu.edu/cgi-bin/wa?OK=1459F763&L=CLSINFO-L>

Your request to subscribe will be canceled automatically if you don't confirm your subscription within 48h. If you don't want to subscribe to this list, then simply discard this message and let the request expire on its own.

15.)You should receive this message.



16.)Wait for the CLS lab managers to accept your request to join the listserv. Once you are accepted, you should receive a verification email and a welcome email!

You have been added to the CLSINFO-L mailing list (Center for Language Science listserv) by CLS Lab Managers <cls.lab.managers@GMAIL.COM>.

Here is some information about your new subscription, which we recommend that you keep for future reference. Having this information available will make it easier to recognize all of the lists to which you are subscribed and in case you want to unsubscribe or temporary disable mail delivery.

Welcome to the newly-created listserv for the Center for Language Science at Penn State. We have created a listserv as a more efficient way to communicate with all members, affiliates, and friends of the CLS. This is an open list; anyone who is interested may subscribe. Only subscribers may post to the list. Information on how to post, unsubscribe, and other important functions is below, so PLEASE SAVE THIS EMAIL FOR FUTURE REFERENCE.

If you wish to make an announcement, ask a question, share an interesting paper, etc., with the CLS community, follow the directions below to send mail to the list.