

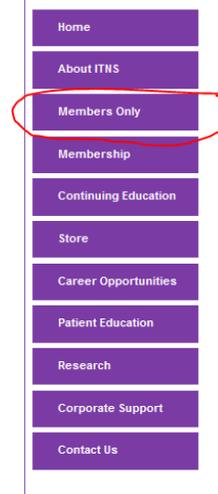
# Special Interest Group (SIG) Listservs:

## Frequently Asked Questions

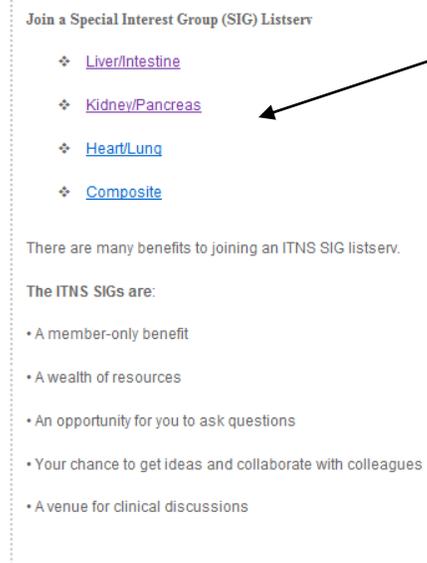
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### I. How do I join a SIG Listserv?

- Visit <http://www.ITNS.org> and click "Login" to access the Members Only section of the website.
- Click the "Members Only" tab on the left side of the page to view the current list of Special Interest Group (SIG) listservs.



- Click the name of the SIG listserv you want to join and you will be directed to sign-up page.



- Enter your name, email address, and a password to join.

\*Click "Yes" for the "Just get a digest" question to receive one summary email per day rather than an email every time someone posts on the listserv.

## ITNS-KIDNEY-PANCREAS List Serve

[Browse the Archives](#) (you will need to log in to view the archives)

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### Subscribe

If you fill in the form below, you'll be sent an email to confirm.

Name:

Email:

Password:

Confirm:

Please don't use anything sensitive here. It is stored in plain text, and will be emailed to you.

Just get a digest? No  Yes

### Unsubscribe/Options

If you are already a member and wish to unsubscribe, or change any of your settings, fill in your email below. We'll send an email to confirm.

### Problems?

If you have any issues, or possibly have something to tell the administrator about, you can email them directly here: [itns-kidney-pancreas-owner@listserv.com](mailto:itns-kidney-pancreas-owner@listserv.com).

[ITNS-KIDNEY-PANCREAS](#) list run by [pchiles at itns.org](mailto:pchiles@itns.org), [abegezda at itns.org](mailto:abegezda@itns.org)  
[ITNS-KIDNEY-PANCREAS administrative interface](#) (requires authorization)  
[Overview of all listserv.com mailing lists](#)



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- Start posting!
- **Please note**, you can only send listserv messages using the email address you subscribe with. Also, some hospitals or work places filter out listserv messages with their firewall. It is best to subscribe using your personal email address to ensure the listserv messages are delivered.

**II. What types of messages are okay?**

- The SIG Listservs should be used to share information and ask topical questions. Your input is important! However, listservs should **not** be used for job searches, newsletter distribution, press releases, or educational or meeting announcements.

**III. How do I send a new message to my SIG listserv?**

- Each SIG has a specific email address that allows you to send a new message to the group. You can find this address when you receive your first SIG correspondence after "To:" Save this address under you email contacts for easy access.
- When you sign up for a SIG listserv, you will receive a welcome email with the correspondence address

**IV. How do I respond to the whole listserv?**

- Open and read the current message. To reply to the entire listserv, simply hit "Reply."

**V. How do I respond to the sender only?**

- Open and read the current message. To reply to the sender only, look for the sender's email address in the "From" line.
- Open a new message and enter the sender's email address. Enter your reply and hit send.

**VI. How do I get a copy of a document that was shared on a SIG listserv?**

- Documents shared via the SIGs are posted on the Members Only page. Please remember, documents may take up to or more than a month to be available in the Resource Area.

**VII. How can I find an old SIG listserv message that was sent?**

- ITNS does not maintain an archive of all listserv messages that have been sent. If you are looking for a specific attachment it may be in the Resource Area.

**VIII. How do I stop getting listserv emails?**

- To unsubscribe from a SIG listserv messages, log in to the Members Only section of ITNS.org and click the "Members Only" tab.
- Click the name of the SIG listserv you wish to unsubscribe from.
- Enter your email address in the box and click "Unsubscribe".

**IX. How do I stop getting listserv emails when I am on vacation or away?**

- There is no tool that allows you to stop receiving SIG listserv messages at any given point. As a helpful tip, consider creating a specific folder in your inbox and assigning a business rule that all listerv emails automatically filter to this folder.