

# WELCOME TO WISGIFT-L!

WISGIFT-L is a listserv; a listserv is automatic group e-mail on a particular topic sent to people who subscribe to the list. WISGIFT-L is designed for discussion of issues related to gifted children and gifted education in Wisconsin. It is a cooperative project between the University of Wisconsin-Whitewater (UWW) and the Wisconsin Association for Talented and Gifted (WATG). WISGIFT-L is an unmoderated list, which means that anyone who cares to subscribe may post a message; messages are not "screened." You must subscribe to the list in order to send messages to it.

## BASIC PROCESSES AND COMMANDS

(For more detail on this or other listservs available through UW-Whitewater, see <http://www.uww.edu/icit/services/email/listserv.html>)

### *To SUBSCRIBE TO THE LIST:*

1. Send an e-mail message to [lyris@listmanager.uww.edu](mailto:lyris@listmanager.uww.edu)
2. In the message area type SUBSCRIBE WISGIFT-L
3. Leave the subject line blank, and don't include your e-mail signature

To **REMOVE** yourself from the list: follow the same three steps as for subscribing but use UNSUBSCRIBE instead of SUBSCRIBE.

### *To POST A MESSAGE TO THE LIST:*

Just send an e-mail as you normally would, using the address

[WISGIFT-L@listmanager.uww.edu](mailto:WISGIFT-L@listmanager.uww.edu) (you will get a copy of your message too, since you are a member of the list). It is very helpful to the reader if, when you post a message, you place a subject in the subject line - for example, "Need resources for young child gifted in science." Appropriate messages (from parents, teachers and administrators, and gifted children themselves) might include requests for ideas or resources, questions about how other districts handle various situations, job announcements, advocacy or legislative information, and notices of upcoming events. Reasonable netiquette (net etiquette) is expected.

To REPLY to a message on the list: Just hit "Reply" in your e-mail and send your message - NOTE that it will go to EVERYONE on the list.

## MORE USAGE TIPS

1. Think carefully before just hitting "REPLY." Does your message really need to go to a couple of hundred people (everyone on the list, which is where "reply" goes on a listserv) or just to one person? If you just mean to reply to one person, please take the time to create a "new message" to that person's individual e-mail address.
2. If you do want to use "reply," which is often the case, it is a courtesy to listserv members to make sure that the SUBJECT line matches the topic of your message. Just delete & replace if needed.
3. You can only post a message onto the list from the precise e-mail **ADDRESS** you used to join the list. You are welcome to join from more than one computer or e-mail account. Please re-join (or let me know) if your e-mail address changes.
4. When ATTACHING documents, the safest format for the title of the attachment is a single word (no spaces) followed by .doc. So if you want to attach a document just save a version of it as differentiation.doc, giftedlinks.doc, etc. & attach that version. This particularly helps when PC users try to open a Mac document. (NOTE: at this point (5/07) documents created on a PC with Vista are difficult to open on a Mac. One solution is to "Save As" the document in an older version of Word.)
5. Try not to use AUTOMATIC REPLY MESSAGES if you belong to any listserv. If you set your computer to respond to all incoming e-mail that you are "out of the office" for a week, it may occasionally send that message to everyone on the listserv every time anyone posts a message to it. (If you want to use an automatic message, just unsubscribe from the listserv before you leave town and re-subscribe when you return.)

If you have any technical or operational questions about the list, please send them to Dr. Pam Clinkenbeard at UW-Whitewater, technical owner of the list, at [clinkenp@uw.edu](mailto:clinkenp@uw.edu).