# **SPH-STUDENTS and SPHVIEWS LISTERVS SUBSCRIPTION INSTRUCTIONS**

**Note:** Please only use your UIC campus email address when requesting campus service.

## **SPH-Students Listserv:** This is a mandatory SPH student listserv.

Students are automatically subscribed to the **SPH-Students** listserv. If you are not receiving emails from this listserv, then follow the instructions below.

Send an email message to the SPH Help Desk, sphhelp@uic.edu with the following information:

* 1. Email Subject Line: "Add to SPH-Students Listserv"
	2. Body of the Email: your name.

## **SPHViews Listserv**: Students can unsubscribe from this listserv.

Students are automatically subscribed to the **SPHViews** listserv. If you are not receiving emails from this listserv, then follow the instructions below.

1. Send an email message to the SPH Help Desk, sphhelp@uic.edu with the following information:
	1. Email Subject Line: "SPHViews Listserv Subscription"
	2. Body of the Email: your name
2. Alternatively, click the following link. mailto:listserv@uic.edu?body=sub%20SPHVIEWS

## To unsubscribe from the SPHViews listserv

1. Send an email to LISTSERV@LISTSERV.UIC.EDU with “SIGNOFF SPHVIEWS” in the email body.
2. Alternatively, click the following link. mailto:listserv@uic.edu?body=signoff%20SPHVIEWS
3. **If 1 and 2 fails,** then send an email message to the SPH Help Desk, sphhelp@uic.edu with the following information:
	1. Email Subject Line: "Unsubscribe to SPHViews Listserv"
	2. Body of the Email: your name

## **Additional Notes About Usage of Listservs**

While subscribed to the SPH listservs, it is important to be tolerant and respectful of other points of view that may be expressed on them. Sending inflammatory or disrespectful messages to anyone on the listserv is grounds for being removed from the list and may result in other sanctions.

To reply to announcements and discussions on the SPHViews listserv, select your email client “Reply” option. Afterwards, the email will be posted to the listserv with all subscribers receiving your response. For the SPH-Students listserv, address your email to the original poster.