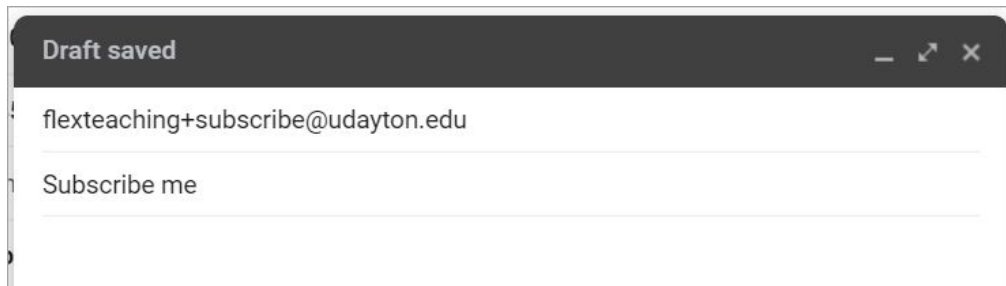


Instructions for Joining Flexible Teaching Listserve

A listserv is an electronic mailing list. It allows members to quickly communicate with each other from within their email accounts. A listserv has been created for faculty and staff who want to pose questions, brainstorm ideas, and share resources about [flexible teaching](#).

To join the listserv, please follow the steps below.

1. From your UD email, email the following address: flexteaching+subscribe@udayton.edu.

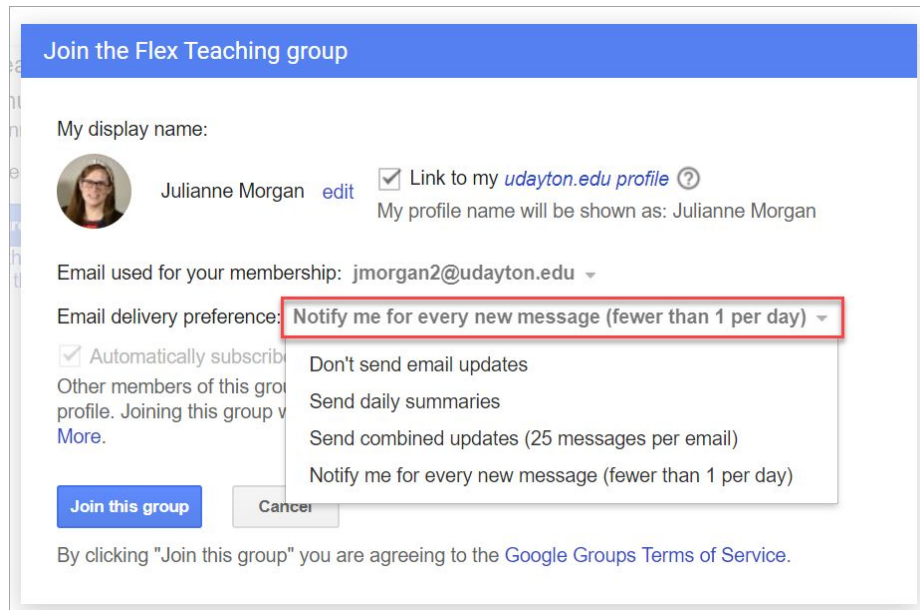


There's no need to type in a subject line or a message in the body of the email - just press "Send".

2. Wait for a response from that email. It can take up to 5 minutes to receive the response.
3. The response will look something like this. It does have a 'suspicious' looking series of numbers in the subject line, but don't worry - it's a legitimate email. Click on the "Join This Group" button:



- A new window will open with some options for preferences. The only option you may want to review is your “Email delivery preference” where you can choose the frequency of emails you receive from the listserve.



Select your preference, then click “Join this group”.

- You will now begin receiving messages from this listserve. To send your own message to the group, just email flexteaching@udayton.edu.
- To change your subscription preferences for this listserve, click on the apps icon from your UD email, then click on the Groups button.
- Click on “My Groups”.
- Locate the Flex Teaching group in the list. You can change your email notification preferences, or you can leave the group if you desire.

