

## How to subscribe to a Listserv

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**Important:** Use your official Northwestern University email address to ensure you receive messages.

Before subscribing:

- Remove any email signature from your message.
- Write the command in English.
- Send the email to [listserv@listserv.it.northwestern.edu](mailto:listserv@listserv.it.northwestern.edu).

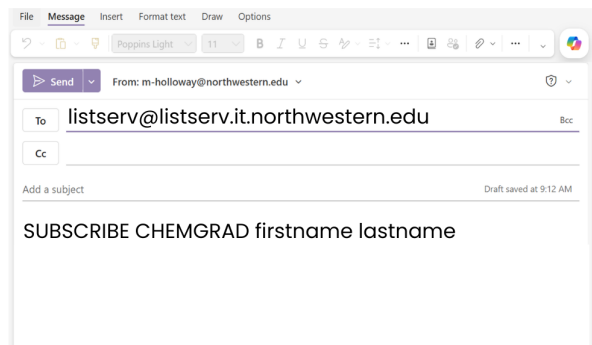
### Steps:

1. Create a new plain-text email.
2. Send it to [listserv@listserv.it.northwestern.edu](mailto:listserv@listserv.it.northwestern.edu).
3. Leave the subject line blank.
4. In the body of the email, type:

SUBSCRIBE CHEMGRAD Firstname Lastname

Replace **listname** with the name of the list you want to join and enter your first and last name. This command adds you to the selected list.

### Example:



**\*\*\*Note:** Some lists require approval from the list owner before your subscription can be completed. The email address shown in the **From** field of your message is the address that will be subscribed to the list.