



Accessing List Archives: You must be signed up for the LISTSERVS to access the archives and use the email address associated with your LISTSERV account.

To take advantage of the listserv Archives, visit listserv.artsusa.org and follow these simple steps:

- 1) Select *Online List Archive*
- 2) Set up a password (if you logged in previously continue to step 3) by following the instructions, and clicking the link sent to you by e-mail
- 3) Log in using your password
- 4) Click *Subscriber's Corner* in the top left menu bar
- 5) Scroll down and select from the lists that you are subscribed to (in the table)
- 6) The next screen allows you to search the archives, change your password, leave the list, post a message or change your settings
- 7) To change your settings, click *Join or Leave the List*
- 8) Scroll down and select the settings you prefer:
 - sign up to receive a daily digest instead of multiple e-mails a day by selecting *Digest (HTML format)* under *Subscription Type*
 - receive a copy of your own posting by selecting *Receive copy of own postings* under *Acknowledgements*
- 9) To subscribe to the RSS feed, click the small orange *RSS* button in the bottom right corner of the screen
- 10) If you choose to leave the list, you will not be able to join again without contacting Americans for the Arts. Please e-mail membership@artsusa.org or call 202.371.2830 and request the membership staff.