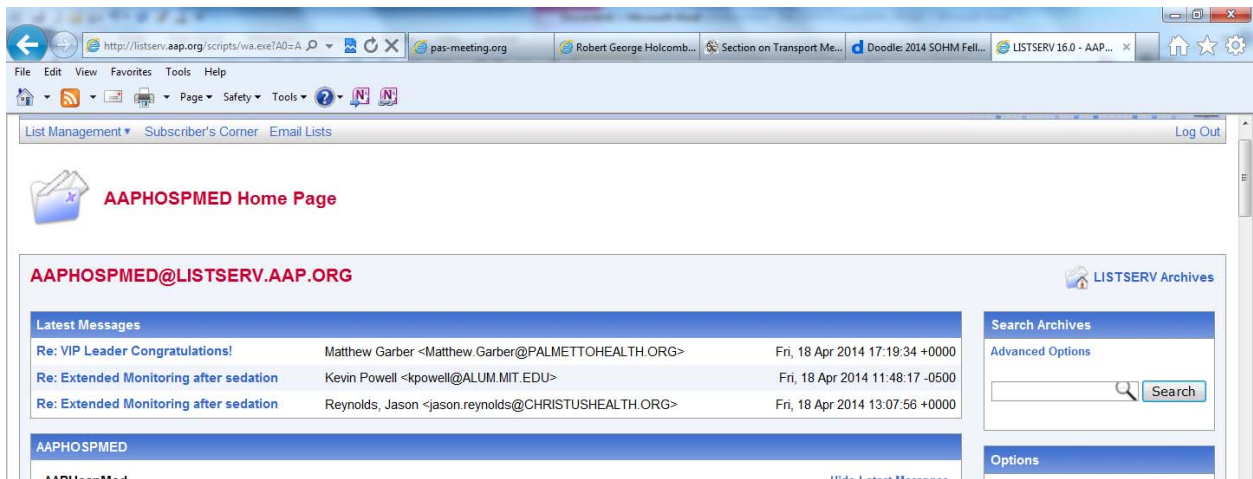




AAP Section on Hospital Medicine (SOHM) LISTSERV® Instructions

Accessing the SOHM Online LISTSERV® System for the First Time

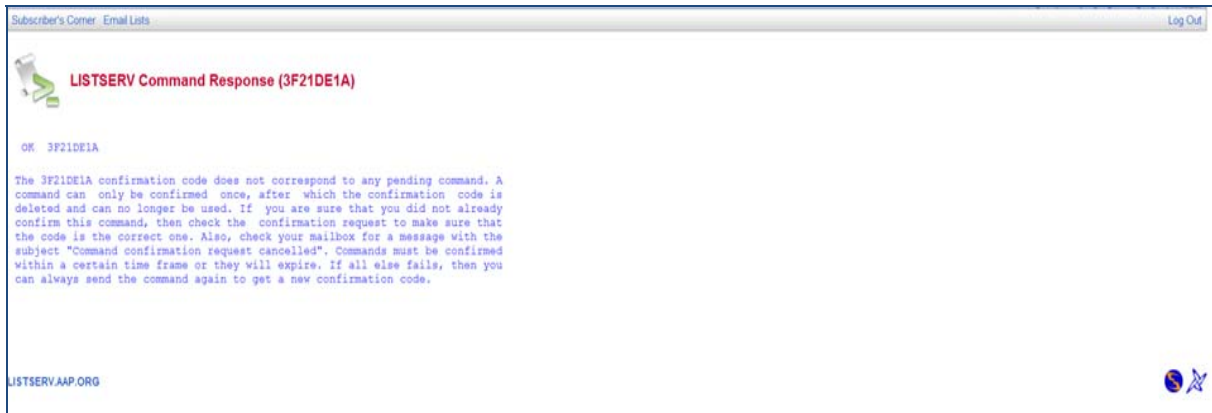
1. Visit <http://listserv.aap.org/scripts/wa.exe?AO=AAPHOSPMED> Click on 'Login'. **To access the LISTSERV® system, you must be a subscriber of the AAP Section on Hospital Medicine LISTSERV®.**



2. Click on 'get a new LISTSERV® password' link and follow the instructions.

3. Enter the email address you use to subscribe to the LISTSERV® and a **password of your choice**. Click 'Register Password' and a **confirmation email will be sent to you**. Click on the link in your email.

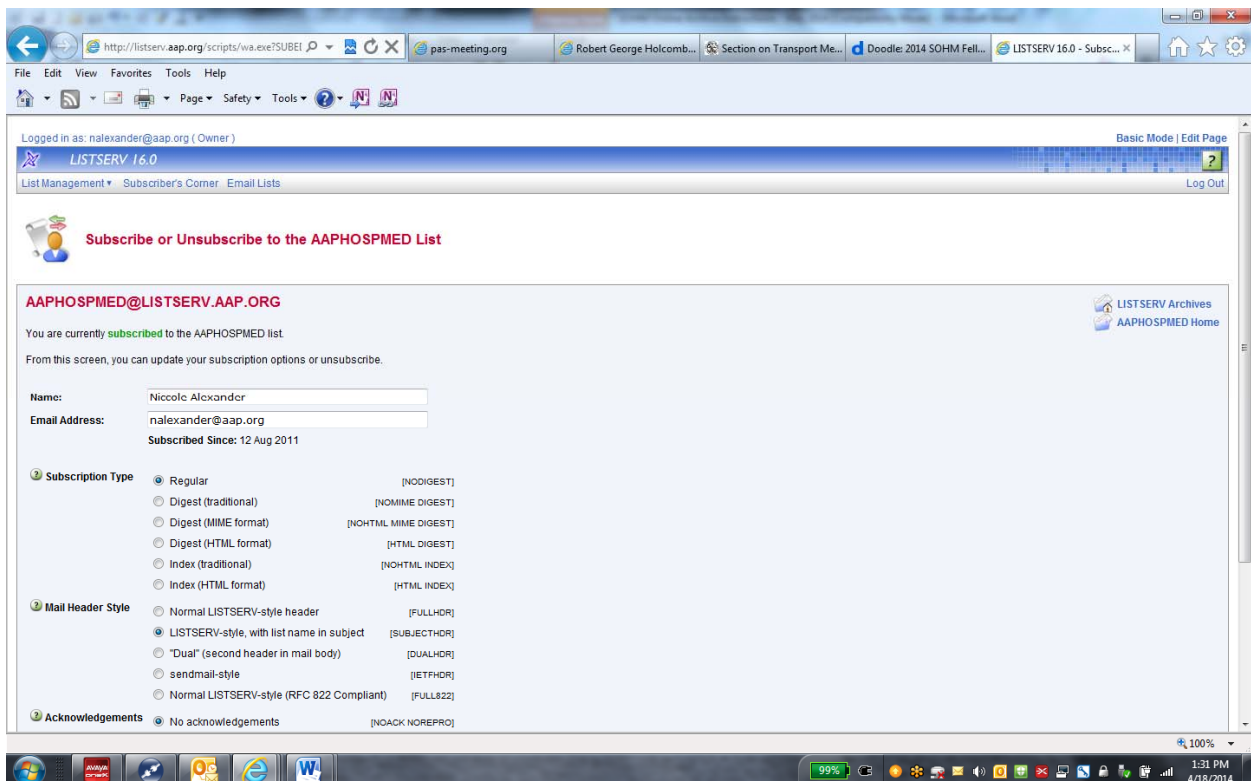
- Clicking on the confirmation link in your email will bring you to the following screen. **At this point, click ‘Log Out’ and login to the page again (this will reset the system and allow you access to the system).**



- Once you are logged back in, click on ‘Subscribers Corner’, which is your home page. You can access your home page at any time during your navigation by clicking on ‘Subscribers Corner’.
- This is your AAP LISTSERV® Subscribers Home Page. If you are subscribed to other AAP LISTSERV®, those LISTSERV®s will appear as well. Click on the SOHM Link.

Self-Managing your LISTSERV® Subscription

- Under Options, click on ‘Subscribe/Unsubscribe’.
- This will take you to a page where you can manage your own settings:



**Questions or comments should be directed to Niccole Alexander, Manager,
Division of Hospital and Surgical Services at nalexander@aap.org**

3. To change the following settings, select the setting(s) of your choice and click 'Update Options'. You can also unsubscribe to the LISTSERV® from this screen by clicking 'Unsubscribe' ...
 - To change from **regular, individual LISTSERV® emails to digest Form**, select 'Digest (traditional)'.
 - To change from **digest form to regular, individual LISTSERV® emails**, select 'Normal LISTSERV-style header'.
 - To receive a **copy of your postings**, select 'Receive copy of own postings'.
 - Heading out **on vacation and want to put a temporary hold** on your LISTSERV® emails? Select 'Mail delivery disabled temporarily'. When you return from vacation, login to the Online Subscription System and uncheck this box to re-enable emails.

Special Option: Don't like receiving the volume of emails generated by the SOHM

LISTSERV® but still want to be an active subscriber? Select the 'Mail delivery disabled temporarily' button and click 'Update Options'. This will stop your LISTSERV® email delivery but you will still have access with the ability to post to the LISTSERV® via the Online Archive (refer to 'Posting a Message to the Listserv using the Online Archive')! To resume email delivery, login to the Online Archive and unselect this option.

4. When you are finished, click 'Log Out'. Please be sure to bookmark the SOHM Online Archive page <http://listserv.aap.org/scripts/wa.exe?A0=AAPHOSPMED>

Browsing the SOHM LISTSERV® Archive

1. This is the SOHM Online Archive Home Page. From here you can browse/search/post to the Online Archive or manage your LISTSERV® subscription settings. To view a posting, click on it or you can browse other weeks by clicking on that time period.

The screenshot displays the LISTSERV 16.0 web interface. At the top, the user is logged in as 'nalexander@aap.org (Owner)'. The main navigation bar includes 'List Management', 'Subscriber's Corner', and 'Email Lists'. A prominent red arrow points to the 'AAPHOSPMED Home Page' link in the navigation area. Below this, the page title is 'AAPHOSPMED@LISTSERV.AAP.ORG'. The 'Latest Messages' section shows three recent posts with their subjects, senders, and dates. To the right, there is a 'Search Archives' section with a search box and a 'Search' button. Below the search section, an 'Options' menu provides links for 'Log Out', 'Change Password', 'Search Archives', 'Subscribe or Unsubscribe', and 'Post New Message'. At the bottom left, a list of weekly archives is provided, ranging from 'April 2014, Week 3' down to 'December 2013, Week 5'. The browser's address bar shows the URL 'http://listserv.aap.org/scripts/wa.exe?A0=A...'. The Windows taskbar at the bottom indicates the system time as 1:12 PM on 4/18/2014.

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- When you click on a particular week, you can sort postings by: a) Subject, b) From, c) Date or d) Size by clicking on the column heading of your choice. You can also click on the subject of your choice in the table of contents.
- When navigating, you can use the 'Back' button on your browser to navigate through the Online Archive. And if you get lost at any time, you can click on the 'SOHM Home' link in the upper right corner of the page

Posting a Message to the LISTSERV® Using the SOHM Online Archive

- To post a message to the LISTSERV® using the Online Archive, click on 'Post New Message'
- Fill in the message field and click 'Send Message'. You have the options of attaching documents, sending yourself a copy via email, saving as draft, or delaying delivering for a select date/time.

Logged in as: nalexander@aap.org (Owner) Basic Mode | Edit Page

LISTSERV 16.0

List Management | Subscriber's Corner | Email Lists Log Out

Send Message (AAPHOSPMED)

AAPHOSPMED@LISTSERV.AAP.ORG

NEW! Newsletter Templates

LISTSERV Archives
AAPHOSPMED Home

Your Name: Nicole Alexander

Subject:

Content-Type: Plain Text Add Part Add Part Show Tests

Schedule Delivery:
 Deliver Immediately
 Deliver at Following Time
 Delivery Date: yyyy-mm-dd
 Delivery Time: hh:mm[:ss] (in your local time zone)

Charset: International Unicode (UTF-8 encoded)

Attachments: Browse... Attach

RSS Abstract:

Message:

100%

99% 1:23 PM 4/18/2014

Using the Online Archive Search Feature

- Click on 'Search Archives.'
- From that page you can search through the Archives. **Due to the enormous amount of data in the LISTSERV® Archive, be as specific as possible and use one of the 'Advanced Search' fields to make your results more specific and to get quicker results. The Online Archive currently goes back 5 years.**
- Your results will show up in the following format. Click on the individual post to view it.

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