A P R L

APRL LISTSERV COMMON QUESTIONS AND ANSWERS

ASSOCIATION OF PROFESSIONAL

RESPONSIBILITY

LAWYERS

I. ABOUT THE LISTSERV

What is a listserv?

A listserv is a group communication tool that allows subscribers to engage in emaildiscussions with all other subscribers on the listserv.

Do I have to subscribe?

No. It is entirely up to you whether you want to subscribe to the listserv. If you are already subscribed and you wish to unsubscribe, you can manage your subscription preferences by following the instructions in the section below titled *Subscribing to the Listserv*.

Is the listserv public?

No. The listserv is only available to APRL members.

Are there any rules about what I can post?

The listserv is an open forum available to all members of APRL in good standing and is intended to promote discussion among APRL members on issues related to legal ethics and professional responsibility. APRL does not moderate the discussions on the listserv or otherwise edit the content of any posts.

Post should generally be limited to issues relating to legal ethics, professional responsibility, and the legal profession. The listserv should not be used to advertise products. Members should, of course, keep discussions on the listserv civil and inclusive, and should not engage in abusive or harassing behavior. APRL does not moderate or edit the content of any posts, but the organization reserves the right to establish stricter rules than these precatory guidelines if doing so should appear necessary to promote good will among members.

II. SUBSCRIBING TO THE LISTSERV

How do I subscribe to the listserv?

**Note: If you were subscribed to the APRL Forum as of October 9, 2019, you will be automatically subscribed to the listserv. However, you will still need to create an account-with L-Soft to manage your preferences (see below). If you are already subscribed to the listserv, please skip this question and review the question titled "How do I Create an Account With L-Soft?"

- 1. Go to http://listserv.aprl.net/scripts/wa-APRLNET.exe?SUBED1=APRL&A=1
- 2. Select the APRL Listserv from the drop-down menu and enter your name (as you would like it to appear in posts), email address, and the type of subscription you would like (regular or digest version) and click "Subscribe"

	s/wa-APRENET.exerSUBEDT=APREdA=T			口 ☆	•••
Apps 🌔 Westlaw 📠 NY Rules of Profess 🎹 Pa	t-1240-Rules-for 🚹 TEKM TIME SHEET 🔤 Commi	ttee Manage 🗿 Frankfu	rt Kurnit Klei I Suggested Sites	Model Rules of Prof	
LISTSERV >					Log In 🌔
Subscription Management Subscribe, unsubscribe or change your	subscription settings				
APRL@LISTSERV.APRL.NET					=
This screen allows you to subscribe or unsubscri confirmation link will be sent to your address. Si settings interactively by logging in with your LIS	be to the APRL list. To confirm your identity and mply wait for this message to arrive, then follow TSERV password.	prevent third parties the instructions to co	rom subscribing you to a list nfirm the subscription. Altern	against your will, an ema atively, you can update y	ail message with a our subscription
This screen allows you to subscribe or unsubscri confirmation link will be sent to your address. Si settings interactively by logging in with your LIS I List Name:	be to the APRL list. To confirm your identity and mply wait for this message to arrive, then follow TSERV password. APRL APRL Listserv	prevent third parties the instructions to co	rom subscribing you to a list nfirm the subscription. Altern	against your will, an ema atively, you can update y	all message with a our subscription
This screen allows you to subscribe or unsubscri confirmation link will be sent to your address. Si iettings interactively by logging in with your LIS I List Name: Name:	be to the APRL list. To confirm your identity and mply wait for this message to arrive, then follow TSERV password. APRL APRL Listserv	prevent third parties the instructions to co	rom subscribing you to a list firm the subscription. Altern	against your will, an ema atively, you can update y	all message with a our subscription
This screen allows you to subscribe or unsubscri confirmation link will be sent to your address. Si iettings interactively by logging in with your LIS J List Name: Name: Email Address:	be to the APRL list. To confirm your identity and mply wait for this message to arrive, then follow TSERV password. APRL APRL Listserv	prevent third parties: the instructions to co	rom subscribing you to a list firm the subscription. Altern	against your will, an ema atively, you can update y	all message with a our subscription
This screen allows you to subscribe or unsubscri confirmation link will be sent to your address. Si settings interactively by logging in with your LIS 3 List Name: 3 Name: 3 Email Address: 3 Subscription Type:	to the APPL list. To confirm your identity and mply wait for this message to arrive, then follow TSERV password. APRL APRL Listserv Begular Digest (Traditional)	prevent third parties the instructions to co	rom subscribing you to a list firm the subscription. Altern	against your will, an ema atively, you can update y	al message with a your subscription [NODIGEST] NOMIME DIGEST]
This screen allows you to subscribe or unsubscri confirmation link will be sent to your address. Si iettings interactively by logging in with your LIS I List Name: Name: Email Address: Subscription Type:	e to the APRL list. To confirm your identity and mply wait for this message to arrive, then follow TSERV password. APRL APRL Listserv	prevent third parties the instructions to co	rom subscribing you to a list firm the subscription. Altern	against your will, an ema atively, you can update y	II message with a your subscription [NODIGEST] NOMIME DIGEST]

- 3. You will receive an email from L-Soft confirming that you intended to subscribe to the listserv.
- 4. Click the link in the email to confirm your subscription.
- 5. You should be subscribed to the APRL listserv.
- 6. To manage your preferences, you will need to create an account with L-Soft.

How do I create an account with L-Soft?

To create an account with L-Soft, follow these steps:

- 1. Go to http://listserv.aprl.net
- 2. Under "List Name" click on the "APRL" list

← → C ③ Not secure listserv.aprl.ne	et/scripts/wa-APRLNET.	exe?INDEX				\$	•	1 :
🔢 Apps 🌔 Westlaw 🛅 NY Rules of Profess	m Part-1240-Rules-for.	. 🚹 TEKM TIME SHEET	Committee Manage	O Frankfurt Kurnit Klei	b Suggested Sites	ABA Model Rules of Prof		35
🔀 LISTSERV >							Log	In 🕐
LISTSERV Archives Browse and search the archives	of lists on this server							
Access Unlisted Lists:								
Search								
LISTSERV.APRL.NET								
List Name	 A Subscribers ● I 	.ist Title						٠
Ÿ	Ŷ	Ŷ						
I APRL	6	APRL Listserv						
 Lists per Page: 50 Update 								
LISTSERV.APRL.NET							F	8 🕅

3. You will be directed to a Log-In screen

$\leftarrow \ \rightarrow$	C O No	ot secure listserv.aprl.ne	t/scripts/wa-APRLNET.ex	e?A0=APRL		
Apps	🜔 Westlaw	MY Rules of Profess	mart-1240-Rules-for	TEKM TIME SHEET	Committee Manage	🔘 Frankfu
🔉 มรา	SERV	>				
	Login Re Log in to a	equired access the LISTSERV w	eb interface			
Login R	equired					
	Ę	Email Address: Password:		≡		
		Log Register Password	In Forgot Password?			
LISTSER	/.APRL.NET					

4. If you do not have an L-Soft username and password, click "Register Password" underneath the Log-In button. Please note, your log-in information for L-Soft is different from your APRL log-in information. Even if you are able to log-into the APRL website, you must still create an L-Soft username and password. There is no charge to create an L-Soft account.

					-	1	-
$\leftarrow \ \rightarrow $	C O No	ot secure lis	tserv.aprl.n	et/scripts/	wa-APRLNET.e	xe?GETPW1=&X=&Y	=
Apps	🜔 Westlaw	MY Rules	of Profess	m Part-1	240-Rules-for	TEKM TIME SHEE	T 🔤 Comn
🔉 usi	TSERV	>					
****	Register Register a	LISTSERV new passwo	Passwo ord for the	e LISTSER	V web interfa	асе	
Registe	er LISTSERV I	Password					
Please LISTSEI existing	enter your e RV password g password v	mail address I but cannot with the new	and the remember one.	desired p er it, this	assword. If y procedure w	ou already have a ill replace your	
		Email Addr	ess:			_	
		Password:					
		Password (Again):				
			Registe	r Passwo	ď		
LISTOPP							

- 5. Enter your e-mail address and your preferred password and click "Register Password"
- 6. You will then receive a confirmation email from L-Soft asking you to click a link to activate your password. This may take several minutes.
- 7. When you receive the confirmation email from L-Soft, click the link to activate your password.
- 8. One you have activated your password, enter your username and password on the log-in screen.

$\leftarrow \ \rightarrow$	C 🔺 No	ot secure listserv.aprl.n	et/scripts/wa-APRLNET	exe	
Apps	🜔 Westlaw	MY Rules of Profess	mart-1240-Rules-for.	🚹 TEKM TIME SHEET	Committee Manage
🔉 LIST	ISERV	>			
****	Confirma Activate yo	ation Sent our new LISTSERV pag	ssword		
Your pa activate	ssword regis your passwo	tration request has b ord, simply follow the	een accepted. For yo instructions that hav	ur protection, the passv e been sent to you at tr	vord has not yet been act naulsby@gmail.com.
Login R	equired				
		Email Address:			
		Password:			
		L	og In		
LISTSER	/.APRL.NET				

9. You will then be able to edit your subscription preferences.



III. USING THE LISTSERV

How do I start a discussion topic on the listserv?

To start a discussion topic simply email **aprl@listserv.aprl.net** and include the subject of your topic in the subject line of the email (see example below). Once you hit "send," your email will be delivered to all other listserv subscribers. You will also receive a copy of your post. Please note that there may be a slight delay between when you send your post and when it appears in your inbox.

💁 Mail - Maulsby, Tyler - Outlook - Google Chrome 🦳 🗖											
outlook.office.com/mail/deeplink/compose/AAMkADk5YjA1ZDJiLTBiOTItNDJkYi1iZjMzLWE0NjE3NjE5ZDVhNgBGAA											
▷ Send											
To aprl@listserv.aprl.net	Bcc										
Cc											
Test Post - Type the Subject of Your Post Here											
Send Discard 🌒 🗸 📾 🧶 … Draft saved at 1	2:02 AN										

NOTE: Be sure to add <u>aprl@listserv.aprl.net</u> to your contacts and take any other necessary steps to make sure that the email address is not blocked by your spam filter.

How do I reply to the group on the listserv?

To reply to the entire listserv for an already-existing topic simply click "Reply" in your email program. When you click "reply" your message will be sent to the entire listserv, not the individual member to whom you are replying.

Can I reply only to an individual member on the listserv?

To contact an individual member, please send a message directly to that member. **Do** <u>NOT</u> click "Reply" in response to a listserv message as that will send the message to the entire group. If you would like to contact an individual member, please do so offline by forwarding the listserv message or starting a separate message to that individual.

Do I have to receive every single listserv email or can I subscribe to a digest?

You can subscribe to a daily digest of the listserv. The daily digest is sent out every day at 6:00 p.m. EST. To subscribe to the digest follow these steps:

- 1. Go to <u>http://listserv.aprl.net</u>
- Enter your log-in information.
 * If you have questions about how to log-in to the listserv (i.e. L-Soft), see the section above titled "How do I create an account with L-Soft?"
- 3. Click on "Subscriptions" on the left side of your screen

\leftarrow		\rightarrow	C	()	Not s	ecure	e lis	tserv.a	prl.ne	et/scr	ripts/	wa-A	PRLN	ET.ex	e?INI	DEX8	8:X=	4E8296	0A0	0C638	30E948	Y=tm	aulsby	%40g	gmail	l.com										☆	0	۲	0	÷	
	A	pps	0	Westla	iw 🏛	NY	Rules	of Profe	ss	Ŵ	Part-	1240-F	Rules-f	for	Ŧ	TEKN	M TIM	IE SHEET		311 TE	Commit	tee Ma	nage	0	Fran	kfurt Ku	ırnit Klei	i	Sugg	ested Sit	ces 🔺	Nen I	Aodel	Rules	of Pro	I				**	
×		LIST	rser	v																																	y@g			?	
2 2		Sub LIST Sea	SER SER rch A	er Op / Arcł .rchive	otions hives res	5	•	2	Acce	LI Br ss U	STS ows	ERV e and ed Li	/ Arc d sea sts:	chive rch t	es he a	archi	ives	of lists	on	this s	server														 1 	lew i	n LIS	TSER	∨ 17.0	×	
8 * N		Sub Pref	scrip feren	tions ces					Searc	h																															
		Cha Log	nge Out	Passv	word			LIS	STSE st Na	ERV ime	.ΑP	RL.N	NET			• S	Subs	criber	s ¢	List	Title																			•	
								2	AP Lists	RL per	Pag	e:	data			6	7 5			APF	RL List	serv																			
								LIST	SER	/.AP	RL.N	IET	aate																									F	8	X	

4. Check the box next to "APRL" underneath "List Name" and in the drop-down menu under "Mail Style" Select Digest.



5. Click "Update in the bottom right portion of the screen.

What if I want to receive the individual listserv emails but don't want to wait for the digest?

The only two functions the listserv offers is "regular" email delivery (i.e. receiving each post in real time) or a digest format. If you want to receive listserv emails in real time but do not want the emails delivered directly to your inbox, you may be able to create a "rule" by using your individual email provider. This would direct all emails coming from aprl@listserv.aprl.net to appear in a dedicated folder in your email as opposed to your main inbox.

Below are links to instructions for how to create a rule in several of the most common email programs.

- Microsoft Outlook (desktop version): <u>https://support.office.com/en-us/article/manage-email-messages-by-using-rules-c24f5dea-9465-4df4-ad17-a50704d66c59</u>
- Microsoft Outlook (web version): <u>https://support.office.com/en-us/article/inbox-rules-in-outlook-web-app-edea3d17-00c9-434b-b9b7-26ee8d9f5622</u>
- Apple Mail: <u>https://support.apple.com/guide/mail/use-rules-to-manage-emails-you-receive-mlhlp1017/mac</u>
- **Gmail:** <u>https://support.google.com/mail/answer/6579?hl=en</u>

- Yahoo: <u>https://sg.help.yahoo.com/kb/filters-organize-yahoo-mail-sln28071.html?guccounter=1&guce_referrer=aHR0cHM6Ly93d3cuZ29vZ2xlLmNvbS8&guce_referrer_sig=AQAAALsQ2J_36gNLCdzZuu0QwVB8LQ3dPSeTVRE46WHt7aUCnep8TTkIWKSuFdJoDND_Flwcb4-CL3IUzcjENG_6vytsmPbEoAUUUowTuTcsddw7ODEpNfQzSicTKNDKPPHao6vRaWwEKqlnhHyfoC01pebDSSUOiPpcYjKphOQkzDgl
 </u>
- AOL: <u>https://help.aol.com/articles/aol-mail-mail-settings</u>

IV. USING THE LISTSERV ARCHIVE TO EARLIER DISCUSSIONS

** Please note: this section will be updated once the archive is embedded directly into the APRL website.

Can I search old listserv discussions?

Yes, the listserv has a searchable archive of all previous posts. In order to view the archive, you will need to log-into the L-Soft website. You can do that using the embedded link on the APRL website or by going directly to <u>http://listserv.aprl.net</u>.

Will the listserv archive also include the discussions from the APRL Forum?

Yes.

Can I respond to an archived discussion even if I don't have the email anymore?

Yes. If you would like to respond to a post through the listserv archive, you can do so by following these steps:

- 1. Navigate to the listserv archive.
- 2. Select the post you would like to review
- 3. If you would like to respond to that post click the pen icon on the right side of your screen.



4. Type your post in the body of the reply box and click the "Send Message" button on the bottom right portion of your screen.

\leftrightarrow \rightarrow C \odot Not secure list	stserv.aprl.net/scripts/	5/wa-APRLNET.exe?P1=1910B&P=491	5&c=TMaulsby%40FKKS.COM	&S=Re%3A+Test+Post-	+-+Type+the+Subjec	ct+of+Your+Post+ 🛧 🗿 🎈 🚺 :
🔢 Apps 🌔 Westlaw 🛅 NY Rules	of Profess 🏦 Part-	t-1240-Rules-for 🚹 TEKM TIME SHEET	🔤 Committee Manage	 Frankfurt Kurnit Klei 	Suggested Sites	ABA Model Rules of Prof »
🕅 LISTSERV 🗸 🗸						tmaulsby@gmail.com 🕜
💄 Subscriber Options 🔹 🔻	Mess Send	sage Posting a message to the list				New in LISTSERV 17.0 🗙
LISTSERV Archives	hanning					
Q Search Archives	APRL@LISTS	SERV.APRL.NET				≡
Subscriptions	Name:					
Neferences	To:	 To the List (APRL@LISTSERV To the Poster (TMaulsby@FF 	APRL.NET) KS.COM)			
Change Password	Subject:	Re: Test Post - Type the Subject	of Your Pos			
🔒 Log Out	Content-Type:	Plain Text 🔻 Add Part				Show Advanced
	66					
		Send Copy of Message to Se	f			-20
		Save Draft				Send Message

V. TECHNICAL ISSUES

I'm having problems sending/receiving emails or the listserv isn't working for me?

If you are having technical issues please email <u>tmaulsby@fkks.com</u>.