APRL LISTSERV COMMON QUESTIONS AND ANSWERS

I.   ABOUT THE LISTSERV

What is a listserv?

A listserv is a group communication tool that allows subscribers to engage in email-discussions 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"


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.
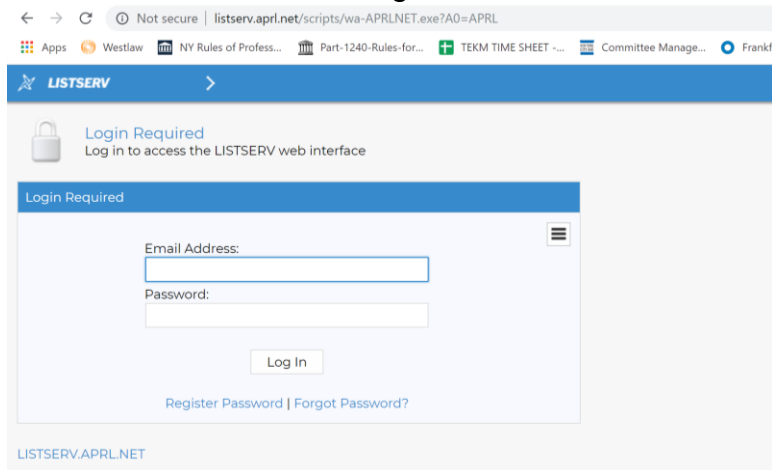
How do I create an account with L-Soft?

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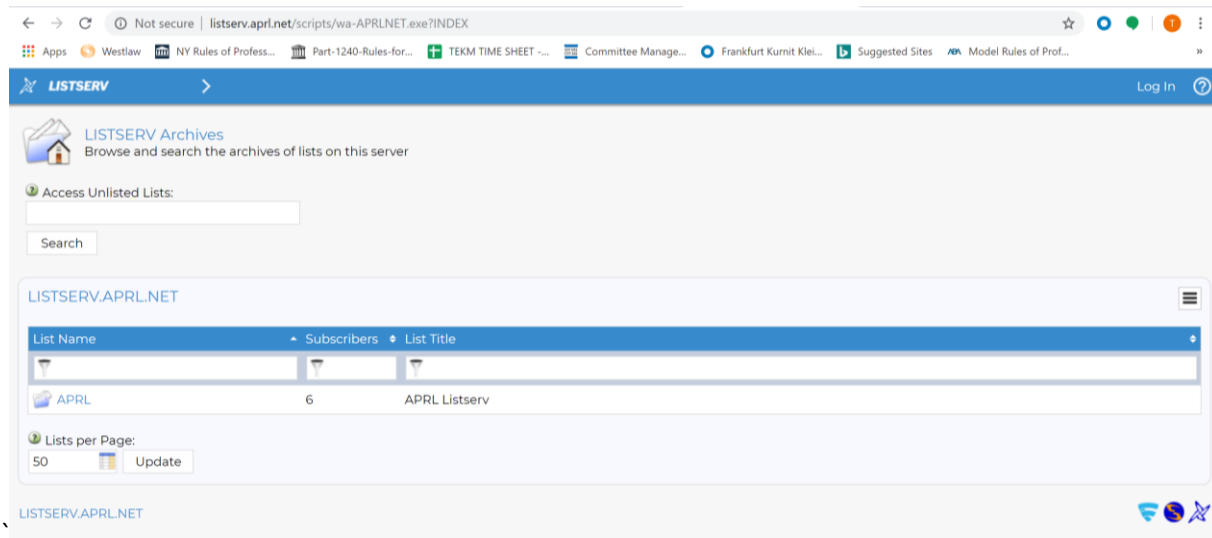
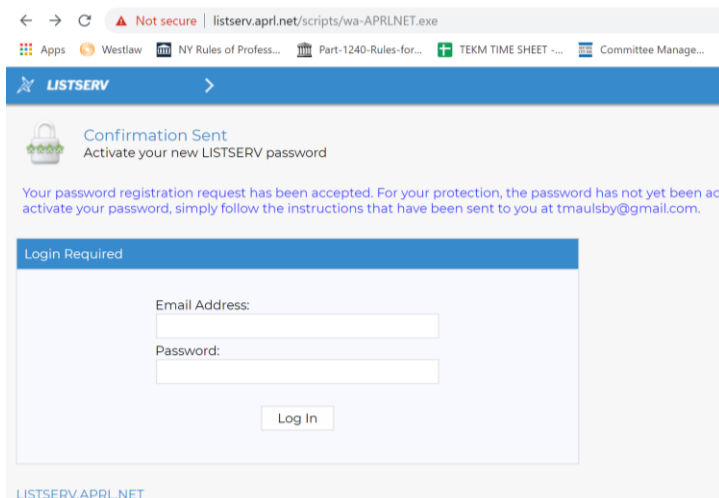3. You will be directed to a Log-In screen

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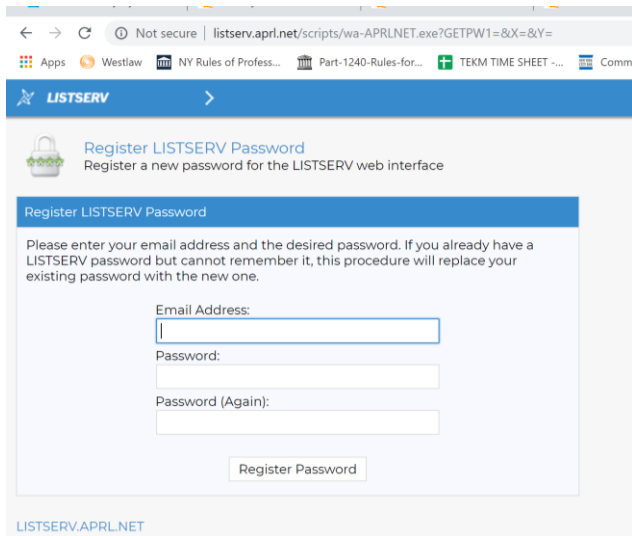
5. Enter your e-mail address and your preferred password and click "Register Password"
6. You will then receive a confirmation email from L-Soft asking you to click a link to activate your password. This may take several minutes.
7. When you receive the confirmation email from L-Soft, click the link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

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

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✕ LISTSERV ⌄   tmaulsby@gmail.com ⑦

👤 Subscriber Options ▼
🖼 LISTSERV Archives
🔍 Search Archives
👥 Subscriptions
✏️ Preferences
●●● Change Password
🔒 Log Out

LISTSERV Archives
Browse and search the archives of lists on this server

◆ New in LISTSERV 17.0 ✕

ⓦ Access Unlisted Lists:

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Search

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List Name	▲ Subscribers ◆	List Title	◆
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ⓦ Lists per Page:
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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.
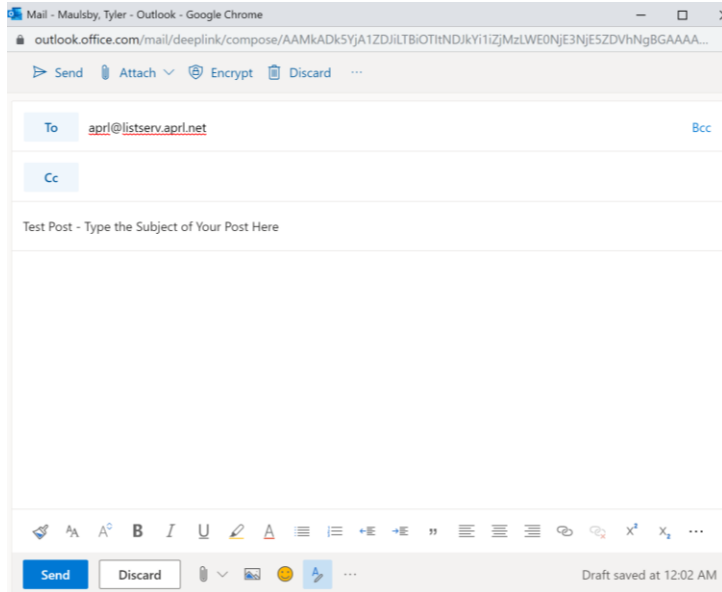
NOTE: Be sure to add aprl@listserv.aprl.net to your contacts and take any other necessary steps to make sure that the email address is not blocked by your spam filter.

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 NOT 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 http://listserv.aprl.net
2. 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
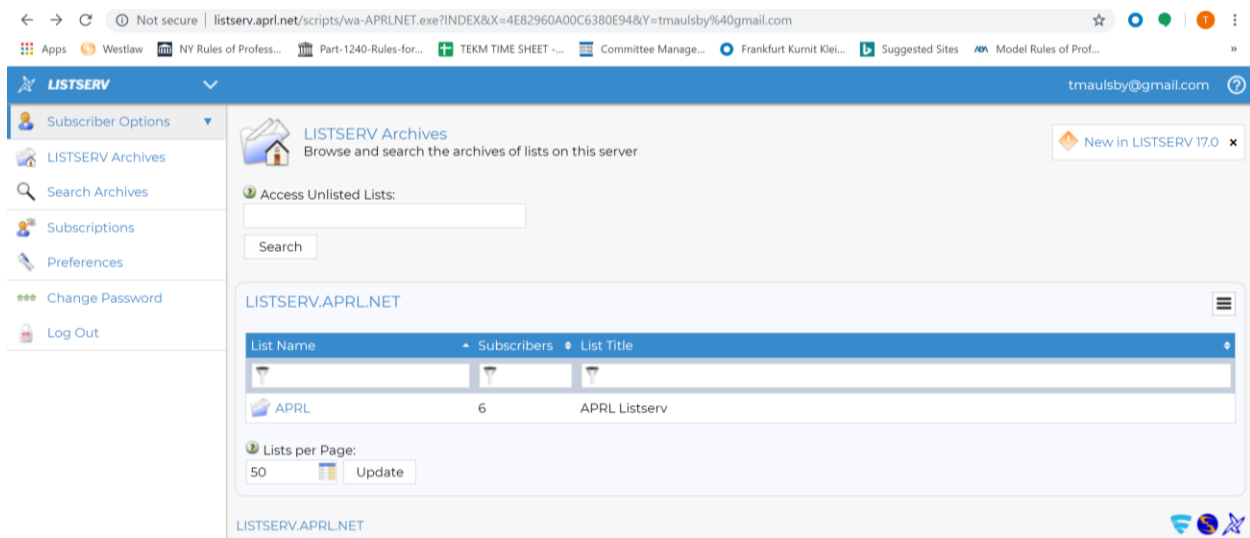
4. Check the box next to "APRL" underneath "List Name" and in the drop-down menu under "Mail Style" Select Digest.
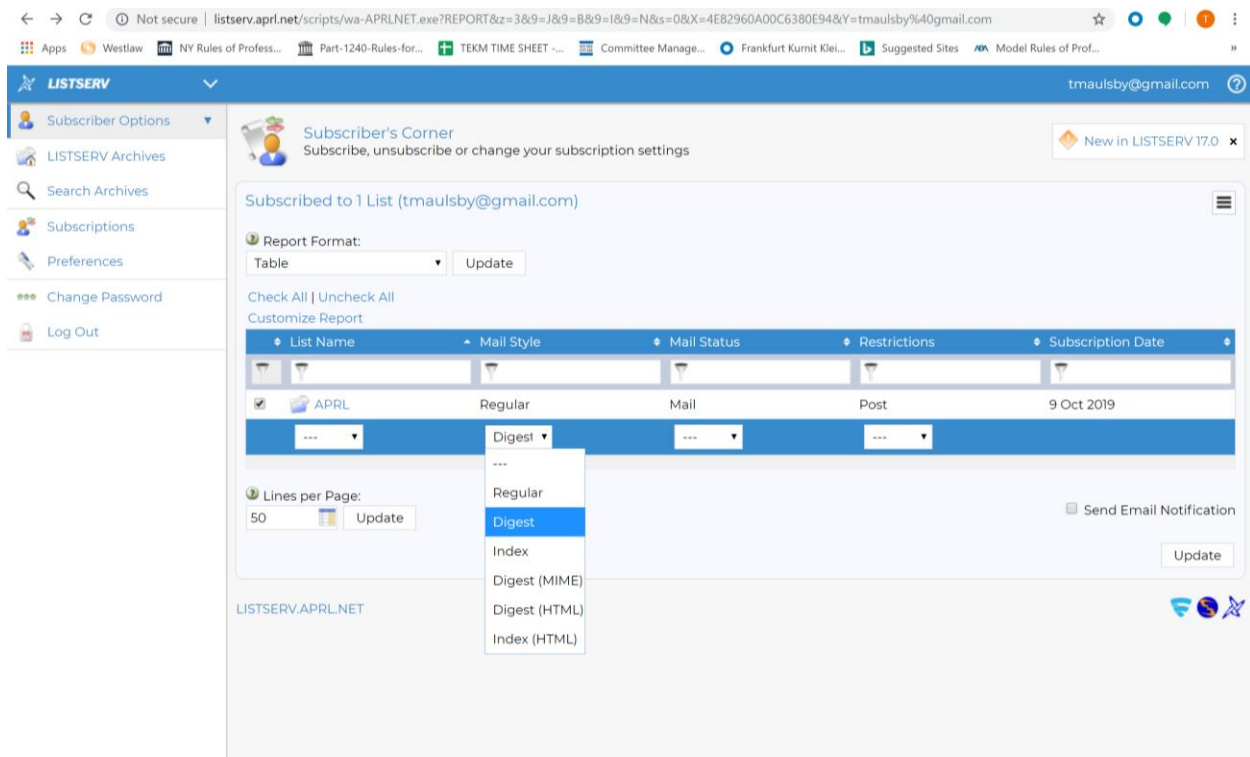
5. Click "Update in the bottom right portion of the screen.

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

- **Yahoo:** https://sg.help.yahoo.com/kb/filters-organize-yahoo-mail-sln28071.html?guccounter=1&guce_referrer=aHR0cHM6Ly93d3cuZ29vZ2xlLmNvbS8&guce_referrer_sig=AQAAALsQ2J_36gNLCdzZuu0QwVB8LQ3dPSeTVRE46WHt7aUCnep8TTkIWKSuFdJoDND_Flwcb4-CL3lUzcjENG_6vytsmPbEoAUUUowTuTcsddw7ODEpNfQzSicTKNDKPPHao6vRaWwEKqlnhHyfoC01pebDSSUOiPpcYjKphOQkzDgI
- **AOL:** https://help.aol.com/articles/aol-mail-mail-settings

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 http://listserv.aprl.net.

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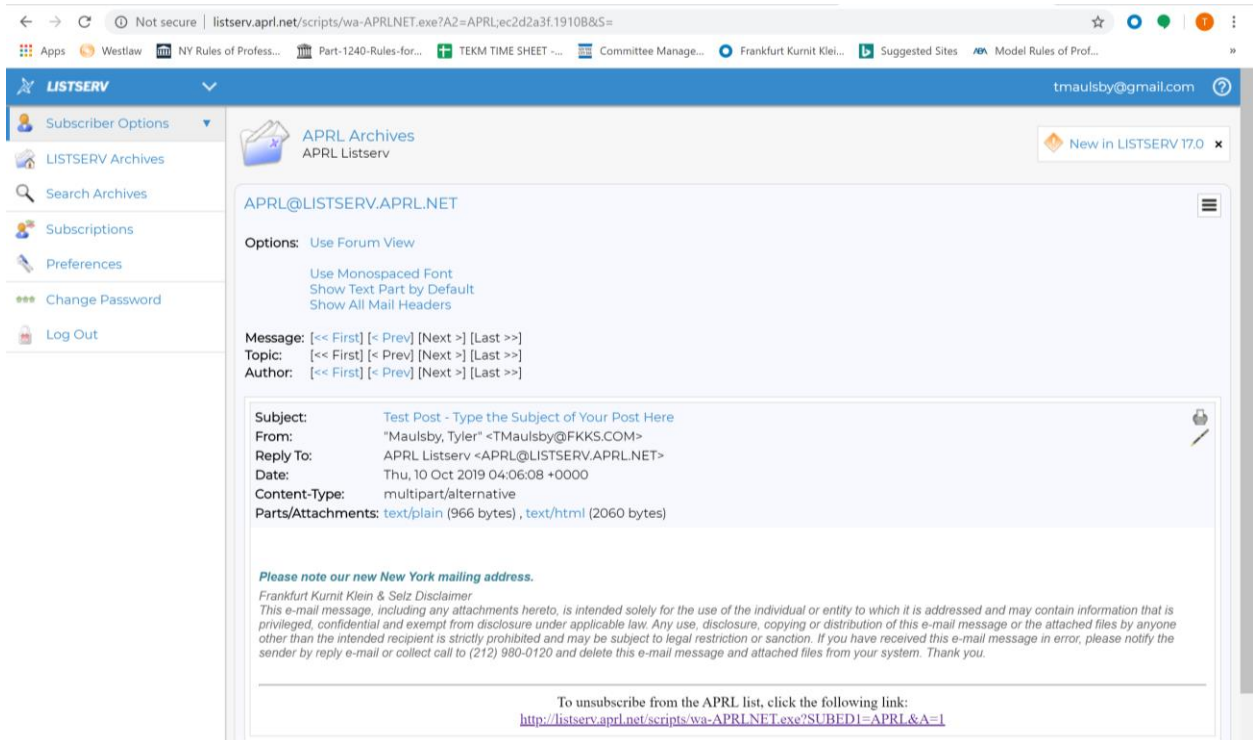
4. Type your post in the body of the reply box and click the "Send Message" button on the bottom right portion of your screen.
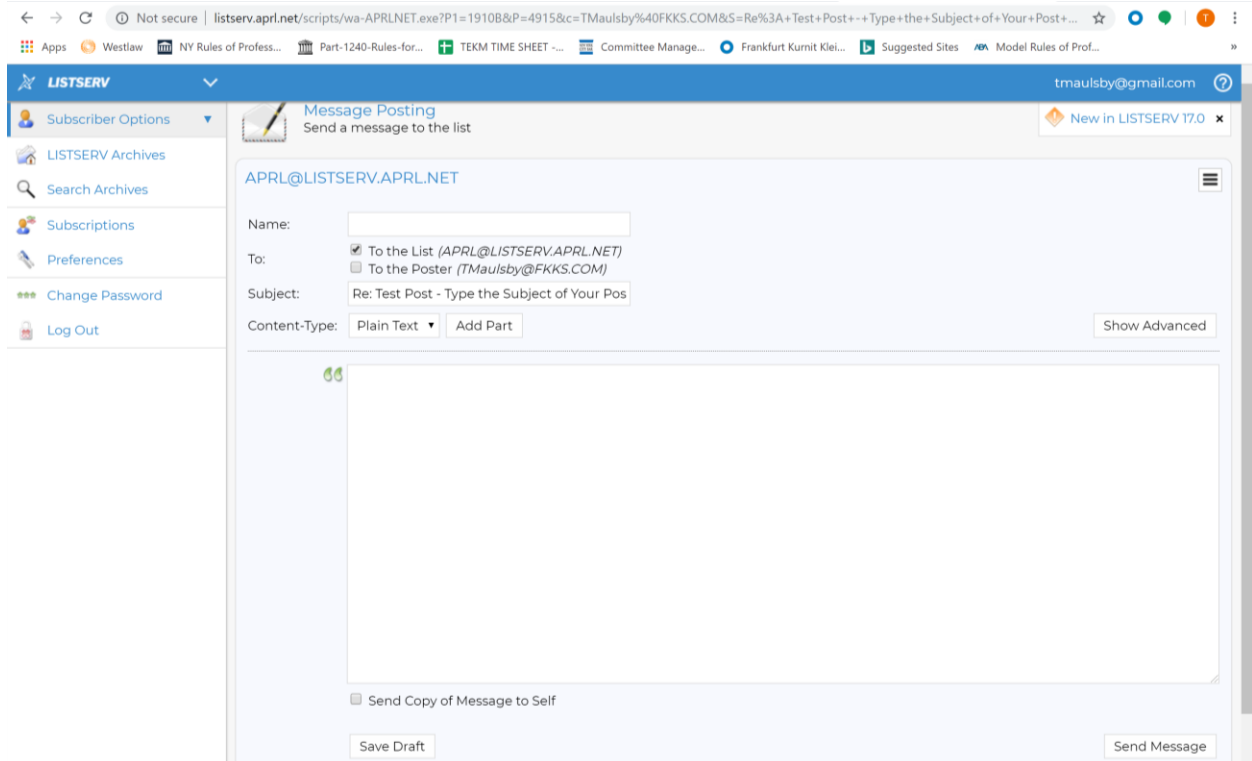
V.   TECHNICAL ISSUES

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

If you are having technical issues please email tmaulsby@fkks.com.