

Nebraska High School Counselor ListServ Guidelines

How to use your ListServ!

Here are some Q & As to help you manage effectively and control the amount of emails you receive through the ListServ. *We encourage you to save or print this document for future reference.*

What is the ListServ?

It's a members-only service for Nebraska high school counselors developed by EducationQuest Foundation to help you exchange ideas, ask questions and post important information.

EducationQuest will keep the ListServ current by adding and deleting email addresses as appropriate.

Other ListServ members include EducationQuest staff and representatives from the Nebraska Association of Student Financial Aid Administrators (NeASFAA), Nebraska Association of Collegiate Registrars and Admissions Officers (NACRAO), Nebraska's Coordinating Commission for Postsecondary Education (Ritchie Morrow), and Nebraska Department of Education (Donna Hoffman).

How do I post a message to the ListServ?

When posting a message, send it to hscounselors@lists.educationquest.org. Your message will go to the approximately **500 members** who are currently signed up. Messages from the ListServ will have [HSList] at the beginning of the subject line to help identify the source of the email. This should help you sort, organize or manage messages from this ListServ. Also, you could set up a folder for the emails to dump into automatically.

NOTE: To minimize excessive email responses, EducationQuest will monitor email posts before they are sent to the entire group.

What should I include in my message?

If your email is a response to a question/comment from another email posted, **always include the previous email to which you are responding**. If you don't, some members may not be aware of the original question/comment posted. **Also include your name and school at the end to indicate the author of the email.**

My ListServ emails are not coming through. What should I do?

Ask your web administrator to "whitelist" the ListServ address so messages pass through your school's firewall. Check your junk mail folder until you know your messages are going through.

I stopped receiving ListServ messages. What should I do?

If you have received ListServ emails in the past, but haven't received any for awhile, the emails may have been interrupted or blocked on your end for some reason. When that happens, the ListServ will try to send the message two to three times before it assumes your email address is not valid, and then will delete it. If you believe your email address may have been deleted, contact Jacie Budzinski at jacieb@educationquest.org and she will re-add your email address to the ListServ.

Who do I call if I have questions about the ListServ, or want to unsubscribe?

Unsubscribe: <https://www.educationquest.org/professionals/hsc-listserv/>

Questions: Contact Jacie Budzinski at jacieb@educationquest.org or 800-303-3745.