



Dear PAEA member:

The All PA Faculty Forum (list serve) has been restored today, with some improvements that we hope will make participation smoother for all members. Please read the instructions below.

IMPORTANT: To participate in the All PA Faculty Forum (list serve) you will now need to actively sign up for it. Previously, all PAEA members were automatically added to the list. The new approach should minimize the number of list serve members who are not actively involved in it and reduce the volume of administrative traffic.

To add yourself to the “All PA Faculty” group:

- Click here: <http://www.paeaonline.org/ht/d/Groups>
- You will then be prompted to log in with your username and password (by default, this is your e-mail address for both; you have the option to change your log-in information)
- Click on the “All PA Faculty” group name
- Click on the link to the right that says “Join this group”

That’s it; you are on the list.

The changes made to the list serve include:

1. Replies now go by default to the sender of the message (as with the former Iowa Faculty Forum). If you wish to copy the whole list on your reply, paste in the e-mail address — `everyone_paea.orchidsuites_groups@orchidsuites.net` — that appears at the top of each message.
2. Two options have been added to the bottom of all messages. These allow you to easily remove yourself from the list at any time or to participate in the list only through the Web Forum and receive no more e-mails.

NOTE: Because replies go directly to the sender and no longer through the list serve, some “out of the office” messages may be received by the sender. This is unavoidable; these messages will not go to the whole list, however. Bounce back messages (bad addresses, etc.) will still be caught by the filter. The number of auto replies will also be reduced by the fact that only active subscribers will be on the list.

The All PA Faculty Forum should function exactly the same as the Iowa Faculty Forum, with the additional option of posting and reviewing threads on the Web site. We encourage all members to sign up for the group. For additional information, please click [here](#).

Thank you for your patience. If you have any questions about logging in or using Forums, please contact PAEA staff at info@paeaonline.org or (703) 548-5538, extensions 306, 308, or 310.

Sincerely,

PAEA Staff