

PAEA List Serve and Web Site

GENERAL INFORMATION

1. Using the Forum

To use the All PA Faculty Forum, or any PAEA Forums, you have two options:

THROUGH E-MAIL

To send an e-mail to all of your PA faculty colleagues, enter this e-mail address in your To box: **everyone_paea.orchidsuites_groups@orchidsuites.net**. Type your message. (If you are familiar with the Iowa Faculty Forum, this option will seem most familiar.)

THROUGH THE WEB SITE

- Log in to the PAEA Web site at www.PAEAonline.org (through the Members Only box on left-hand side)
- Go to your personal home page (click Home Page in that box)
- Click the Groups tab
- Under All PA Faculty, click Forum
- Click “start a thread”
- Type your message

Using either of these options will send an e-mail to all members of the All Faculty Forum and will also add the message to the Web-based archive.

Note: For best formatting, please select “Plain Text” instead of “HTML” on the toolbar of your e-mail software. Also, please remember to “clip” your responses to e-mail threads so that you are not including the whole thread in your reply.

2. Joining and Leaving

TO JOIN A GROUP

- Log in to the Web site (through Members Only box on left-hand side)
- Go to your personal home page (click Home Page in that box)
- Click the Groups tab • Click on Browse Groups
- Select the group you want to join
- Click on “Join this group”

TO BE REMOVED FROM A GROUP

- Log in to the Web site (through Members Only box on left-hand side)
- Go to your personal home page (click Home Page in that box)
- Click the Groups tab
- Click on “Leave” under the group you wish to leave

3. Assistance

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. Staff will also monitor the list and chime in periodically to provide assistance and help educate members on using the list.