

Listserv subscription instructions

Please read this document before subscribing to the listserv. This document contains instructions on how to manage your e-mail exchange. Please note that your Listserv username and password are completely separate from your IMA account. Should your e-mail address change in the future, you must update your information both in your IMA profile and the Listserv.

I. Registering for listserv password

You must first register the e-mail address you would like to use for subscription to the e-mail exchange and select a password.

Instructions:

1. Go to <http://imalistserv.imanet.org>
2. Click on **"Subscriber's Corner"**
3. Click on **"Get a New Listserv Password"**
4. Register your e-mail and select a password
5. Wait for a confirmation e-mail. This e-mail will be sent to the address you just registered.
6. Confirm your registration by clicking on the link contained in the confirmation e-mail. Once confirmed, go back to **"Subscriber's Corner"** and login.
7. Once logged in, it will take you to Password Confirmed Page, **click on "Follow this link"** to take you to the Subscriber's Corner control page.

II. "Welcome to Subscribers Corner"

How to subscribe to the lists

1. On the left navigation frame, **scroll down to "List Table Options"**.
2. The default setting is **"Subscribed Lists"** which shows all the lists that you are already subscribed to. **On the drop down menu, choose "All Lists" and click on the submit button** to show all the e-mail exchanges available to all IMA members.

Subscriber's Corner

Welcome to Subscriber's Corner

On this page, you can see all the lists you are subscribed to, or all the public lists on the server (see the "Show" option in the navigation panel). The list table can display [selected subscription settings](#) for each list (your settings for the lists you are on, and the default settings for the other lists).

You can do the following:

- [Subscribe](#) to one or more lists.
- [Signoff](#) from one or more lists.
- [Change your subscription settings](#) on one or more lists.

Report Columns:

Select the columns for the report, then press "Submit":

Mail Style Mail Status Header Style HTML

MIME ACK REPRO Conceal

Post Setting Renew Topics Subscription Date

See the navigation sidebar for additional reporting options.

List Table Options:

Narrow Selection: []

Lists per Page: []

User: []

Show: [Subscribed Lists]

[All Lists] [Clear] [Reset]

Lists on imalistserv.imanet.org

You are subscribed to 3 Lists

	List Names
<input type="checkbox"/>	BANKING IMA Banking Email Exchange
<input type="checkbox"/>	CONTROLLERS IMA Controllers Group
<input type="checkbox"/>	PASTPRESIDENTS Former IMA Presidents
<input type="checkbox"/>	Invert [-]

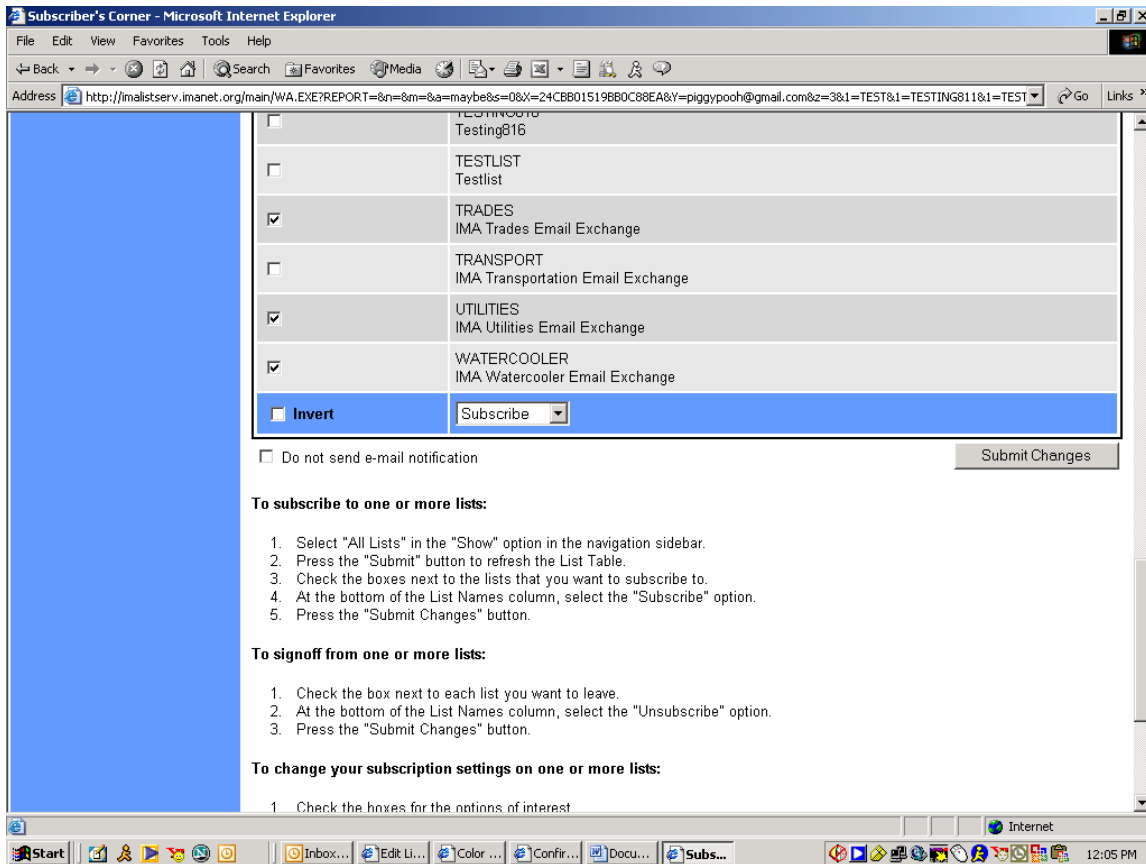
Do not send e-mail notification

To subscribe to one or more lists:

1. Select "All Lists" in the "Show" option in the navigation sidebar.
2. Press the "Submit" button to refresh the List Table.

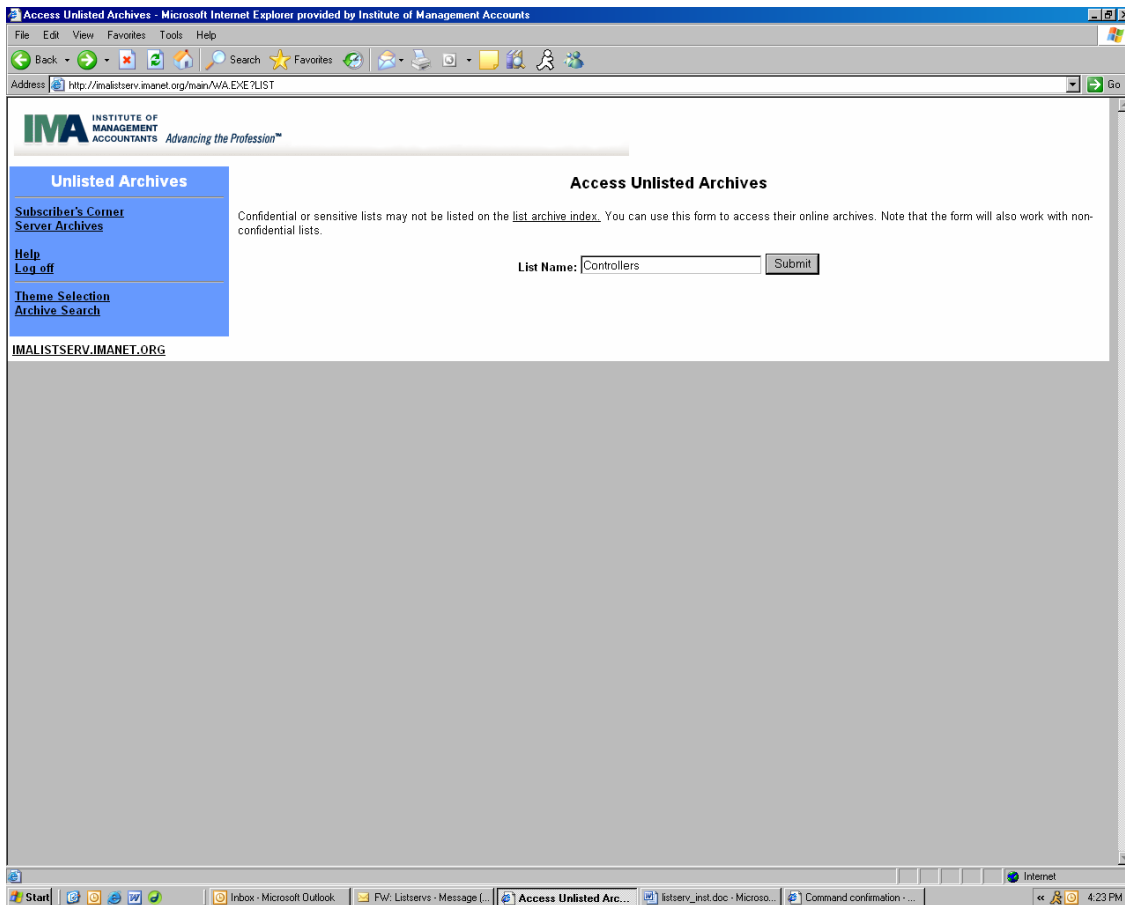
Reminder: If you are a paid subscriber to Controllers, Cost Management, and Small-Business you will not see the corresponding e-mail exchanges as part of the public list. Please follow Section III of this document for further instructions

3. Check the box(es) next to the e-mail exchange that you want to subscribe to.
4. At the bottom of the List Names column, select **"Subscribe"** from the drop down menu.
5. Click on **"Submit Changes"** button.
6. Wait for an e-mail confirmation. When you re-log, you will see all the lists you are subscribed to under "Subscribed Lists".
7. Once subscription is confirmed, you will receive a "Welcome" message from the listserv with instructions on how to send messages to the list.



III. For paid subscribers of Controllers, Cost Management, Small Business.

1. Click on **"Server Archives"** located on the top left navigation frame
2. Scroll down to the very bottom of the list (**right below the Watercooler list**)
3. Click on **"unlisted archive form"**
4. In the "List name" field, **type in one of the following:**
 - Controllers** – for Controllers Group subscribers
 - Costmgt** – for Cost Management Group subscribers
 - Smallbiz** – for Small Business Group subscribers
5. Click on **Submit** button



4. Click on "Join or Leave the list"
5. Click on "login with your LISTSERV password"
6. Type in your Full Name and click on "Join listname" button.

Join or Leave the CONTROLLERS List - Microsoft Internet Explorer provided by Institute of Management Accounts

Address: http://imalistserv.imanet.org/main/WA.EXE?SUBED1=controllers&A=1

IMA INSTITUTE OF MANAGEMENT ACCOUNTANTS *Advancing the Profession™*

Subscription Settings

[Subscriber's Corner](#)

[Server Archives](#)

[List Archives](#)

[Help](#)

[Log off](#)

Join or Leave the CONTROLLERS List

This screen allows you to join or leave the CONTROLLERS list. To confirm your identity and prevent third parties from subscribing you to a list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can [login with your LISTSERV password](#) (if you have one) and update your subscription interactively, without e-mail confirmation.

Your E-Mail Address:

Your Name:

Subscription Type:

<input checked="" type="radio"/> Regular	[NODIGEST]
<input type="radio"/> Digest (traditional)	[NOMIME DIGEST]
<input type="radio"/> Digest (MIME format)	[NOHTML MIME DIGEST]
<input type="radio"/> Digest (HTML format)	[HTML DIGEST]
<input type="radio"/> Index (traditional)	[NOHTML INDEX]
<input type="radio"/> Index (HTML format)	[HTML INDEX]

Mail Header Style:

<input checked="" type="radio"/> Normal LISTSERV-style header	[FULLHDR]
<input type="radio"/> LISTSERV-style, with list name in subject	[SUBJECTHDR]
<input type="radio"/> LISTSERV-style, short	[SHORTHDR]
<input type="radio"/> "Dual" (second header in mail body)	[DUALHDR]
<input type="radio"/> sendmail-style	[IETHDR]

Acknowledgements:

<input type="radio"/> No acknowledgements	[NOACK NOREPRO]
<input checked="" type="radio"/> Short message confirming receipt	[ACK NOREPRO]
<input type="radio"/> Receive copy of own postings	[NOACK REPRO]

Miscellaneous:

<input type="checkbox"/> Mail delivery disabled temporarily	[NOMAIL]
<input type="checkbox"/> Address concealed from REVIEW listing	[CONCEAL]

IMALISTSERV.IMANET.ORG

Start | Inbox - Microsoft Outlook | FW: Listservs - Message | Join or Leave the CO... | listserv_inst.doc - Microso... | Command confirmation - ... | 4:24 PM

7. A confirmation e-mail will be sent to your e-mail address once your subscription to the newsletter(s) is confirmed by the list owner.