

Signing up for the DrPH Listserv

It is essential that you sign up for the departmental listserv to receive *vital* departmental and class information. If you encounter difficulty in joining the listserv or if you have questions, please contact Nancy Beach nbeach@email.unc.edu or Paul Barrett pbarrett@email.unc.edu.

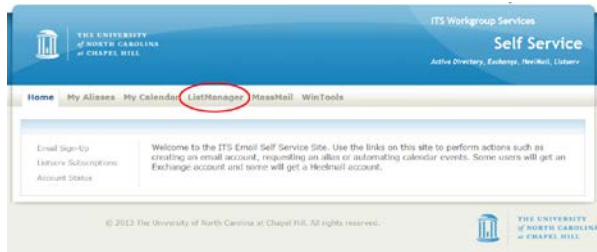
Step 1

Using your favorite web browser, go to:

<https://selfservice.unc.edu>

Step 2

Login with your UNC ONYEN username and password. Select **ListManager** from the top menu.



Step 3

Select **User Tools** from the ListManager menu, and then the **Search For Lists** link.

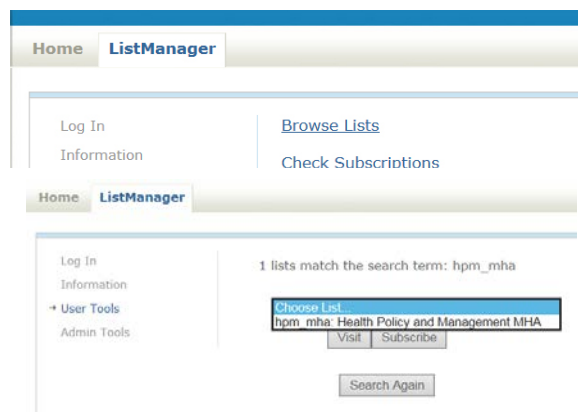


Step 4

In the search box, enter **hpm_drph**.

Step 5

Click the dropdown arrow next to **'Choose List'** and select the listserv name (there should only be one).



Step 6

Click **Subscribe**.

Fill out the form as instructed. The list password, which goes in the top box, is **coffee**. You must use your UNC email address (example: jdoe@live.unc.edu). **You do not need to set the optional password to send or receive email.**

After completing the form click on the **Subscribe** button. You are now a member of the listserv! If you have followed the steps correctly, you will receive an email acknowledging the subscription.

The listserv email address is: hpm_drph@listserv.unc.edu

You must use your UNC email address to send a message to the listserv.

