

## MEMORANDUM

**TO:** Biotechnology Training Program Participants

**FROM:** John Walker, Program Coordinator  
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**RE:** Biotechnology Training Program Listserv

The Biotechnology Training Program uses a listserv to communicate with its members. We ask that you add yourself to the Training Program listserv, called BIOTECH, by following the commands below. Adding yourself will help ensure that you receive Program news and announcements in a timely manner.

### Subscribe to a list

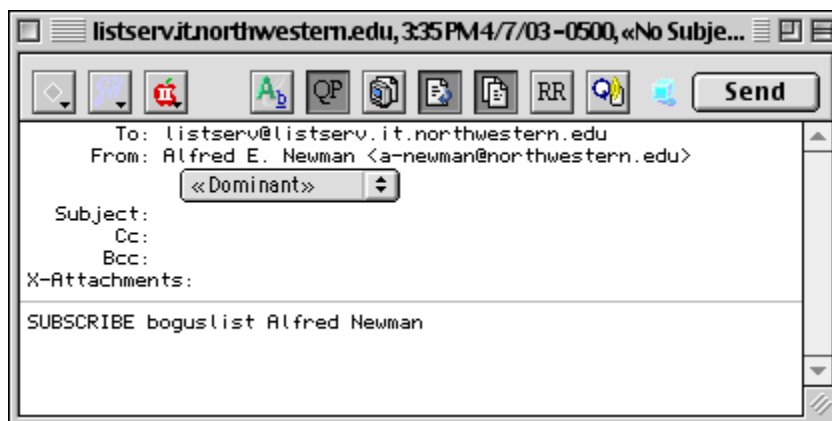
The **SUBSCRIBE** command allows you to add yourself to a list.

**Note:** In order to successfully subscribe to a list, make sure HTML formatting in your e-mail is turned off, you are not using e-mail signatures, your commands are in English, and you send your commands to [listserv@listserv.it.northwestern.edu](mailto:listserv@listserv.it.northwestern.edu).

1. Send e-mail to [listserv@listserv.it.northwestern.edu](mailto:listserv@listserv.it.northwestern.edu) without any subject line.
2. Type the following command in the message:

**SUBSCRIBE BIOTECH *YourFirstName YourLastName***

**For example:**



Example 1: Subscribe Example

Alfred wants to subscribe to the list named **boguslist**. He sends an e-mail to [listserv@listserv.it.northwestern.edu](mailto:listserv@listserv.it.northwestern.edu) and types the command:

**SUBSCRIBE boguslist Alfred Newman**