

ASEE Division Listserv Instructions

Guidelines for Division Chairs, Program Chairs, and
Authorized Listserv Senders

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This slide introduces the ASEE Division Listserv Instructions, focusing on guidelines specifically designed for Division Chairs, Program Chairs, and authorized listserv senders. It sets the stage for understanding the roles and responsibilities involved in managing and communicating through the division listservs effectively.

Overview of ASEE Division Listserv Guidelines

- Understanding roles and permissions for listserv access
- Steps to send messages and manage email settings
- Attachment policies and size limitations
- Troubleshooting common email delivery issues
- Contact points for additional support and resources

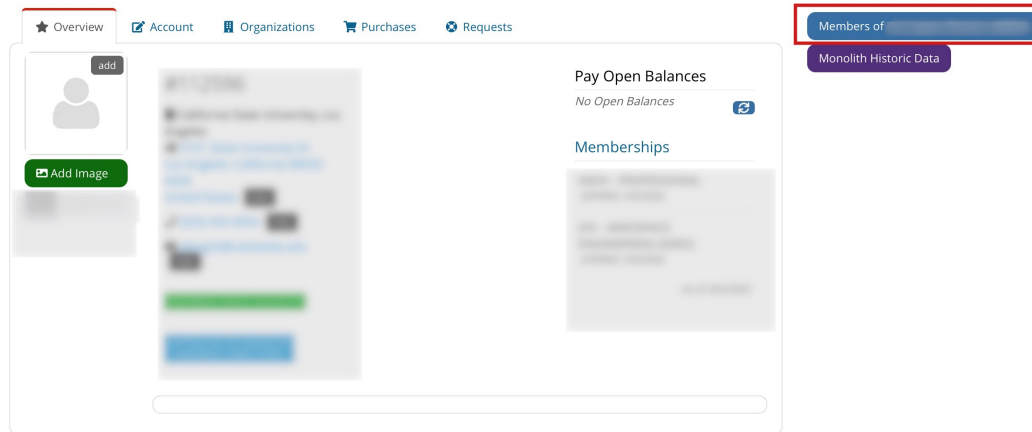


ASEE Division Listserv Instructions 2

Here we outline the key components of the ASEE Division Listserv Guidelines. It covers understanding who has access and permissions, the proper steps to send messages and manage email settings, policies on attachments, including size limits, troubleshooting common email delivery problems, and where to find additional support.

Downloadable Division Member Roster

(only available to division chairs, program chairs, and membership chairs)



<https://members.asee.org/profile-page/>
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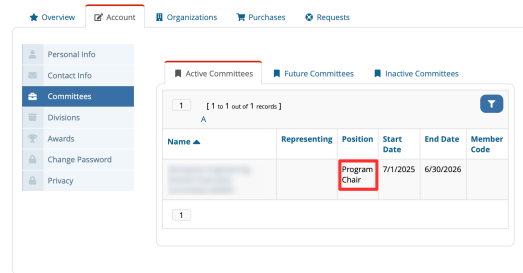
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Before I get into ASEE's listservs, this slide highlights the availability of a downloadable division member roster, which is restricted to division chairs, program chairs, and membership chairs. The roster can be accessed via the ASEE member profile page, providing essential contact information to identify potential reviewers to facilitate communication within the division. The screenshot illustrates the user interface where these roles manage membership details can be found. It's very important that you don't use this roster to send division-wide emails because the roster may include people who've opted out of receiving division emails. Please use the division listserv for division-wide announcements.

Pro tip. You can use the roster to get a current [division] member count.

Confirm Your Listserv Send Status

- Sign in to your ASEE [account](#).
- Go to Account > Committees.
- Check for roles such as Chair, Program Chair, or Authorized Listserv Sender.
- If you're not listed, request the division chair to add you. They can do this by logging into their [account](#) and selecting the Committee Member button on the right side of the Overview tab. Updates will appear in the listserv system after the weekly Friday evening refresh.



<https://members.asee.org/account/profile.aspx?tab=committees>

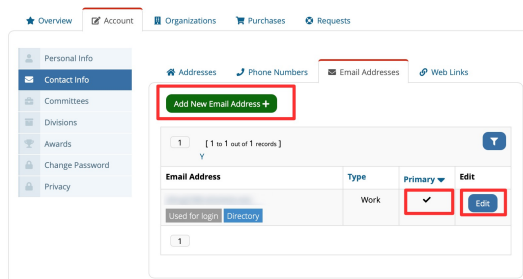
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To confirm your ability to send messages via the listserv, sign in to your ASEE profile and navigate to the Committees section under the Account to verify your role as Chair, Program Chair, or Authorized Listserv Sender. If you are not listed, you must request the division chair to add you, which they can do by logging into their account and clicking the executive committee button to the right of their Profile tab. The system updates the listserv send roles weekly on Friday evenings, so you must wait until that refresh before you can send announcements to your division's listserv. The screenshot shows where to find these settings in your account.

Sending a Message

Use	Use the listserv address from the provided table.
Send	Send from your ASEE primary email address.
Change	If your org uses aliases, you must change your ASEE's primary email address to that alias
Update	Update email at Account > Contact Info > Email Addresses.



https://members.asee.org/account/profile.aspx?tab=account#main_content_ctlProfile_ctlIndividual_tabContactInfo

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When sending messages through the ASEE listserv, use the designated listserv address provided in the official table. Always send from your ASEE primary email address. If your organization uses email aliases, you must update your ASEE primary email to that alias to ensure the listserv accepts your message. You can update your email address in the Contact Info section under your profile's Account tab.. The image shows where to make these changes.

Attachment Guidelines

- Keep attachments under 200 KB.
- For bigger files, provide a file-sharing link.
- Attachments should not exceed 200 KB; instead, upload larger files to the division website and include the link in your email.

Attachments sent via the listserv should be kept under 200 KB to ensure smooth delivery. For larger files, instead of attaching them directly, upload the files to the division website and include a link in your email. This approach helps to keep the listserv system from getting bogged down.

Important Note

- Emails sent from aliases will not be accepted.
- Use the primary email address of your ASEE account to send your announcement.
- Keep attachments under 200 KB in size.
- The ASEE listserv system distributes your announcement to every email address on the listserv. Delivery to recipients depends on their individual email systems.

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Important reminders include that emails sent from aliases will not be accepted by the ASEE listserv system; you must use your primary ASEE email address. Keep attachments under 200 KB to prevent delivery failures. It's also important to understand that the listserv distributes announcements to all subscribed email addresses, but final delivery depends on each recipient's email system settings and filters.

Recipient Troubleshooting

These actions must be taken by recipients

- Verify that their primary email is accurately configured by visiting their ASEE [profile](#). (*Profile > Account > Contact Info > Email Addresses*)
- Review their communication preferences in the Account section of their ASEE [account](#). (*Profile > Account*)
- Confirm that their division membership is up to date by checking [here](#). (*Profile > Account > Divisions*)

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Recipients experiencing issues receiving listserv emails should verify their primary email address is correctly configured in their ASEE profile. They should also review their communication preferences to ensure they have opted in to receive messages and confirm their division membership status is current. These steps help ensure they remain connected to division communications.

Still Not Receiving Emails?

- Verify their SPAM or junk mail folders.
- Request that their IT department examine the organization's global filters.
- Consider using a [different](#) primary email address.

If emails are still not being received, recipients should check their SPAM or junk mail folders as messages may be filtered there. They should also ask their IT department to review any global email filters that might block listserv messages. As a last resort, using a different primary email address in their ASEE profile may resolve delivery issues.

Need Help?

- If you have any questions, please contact [Tim Manicom](#).
- We appreciate your contributions to ASEE's divisions!

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For any questions or assistance regarding the ASEE Division Listserv, please contact Tim Manicom. This slide also expresses appreciation for the valuable contributions made by division members, reinforcing the collaborative spirit of ASEE's community.

Division Listserv Table

- Please consult the full document to access the comprehensive list of division listserv email addresses - https://aseehq-my.sharepoint.com/:b:/g/personal/tem_asee_org/Ec6dY-d6UZNKjwiVyU36ukwB6qUjNbyoLakwtY-l1m_BSw?e=jNxr0R

To access the full list of division listserv email addresses, please refer to the comprehensive document provided. This slide serves as a reminder that the detailed table is available elsewhere, ensuring users can find the correct contact information for their specific division communications.
