

# How to Subscribe to the E-Falcon List Serv

1. Send an email to: **ghhs\_community-request@mailman.wcpss.net**
2. Leave the subject line blank
3. Type **subscribe** in the first line of the e-mail message body
4. Send the e-mail. It should be sent as plain text mail and not HTML or other MIME types
5. You will receive a confirmation e-mail asking you to reply in order to confirm your subscription request
6. Reply to the confirmation e-mail
7. You will receive a welcome message that will provide you with important information about your mailing list subscription. Most importantly, it provides you with your password for the list. You may want to print this e-mail out and keep it in a safe place for your records.

# Unsubscribing From the E-Falcon List Serv

1. Send an email to: **ghhs\_community-request@mailman.wcpss.net**
2. Leave the subject line blank
3. Type: **unsubscribe password** in the first line of the e-mail message body. For example, if your password was klmn6, then type:  
unsubscribe klmn6
4. You will receive a confirmation notice via e-mail that you unsubscribed.

Please remember that this is a broadcast list only, to inform you of breaking news. Please do not reply to any e-mail posted.