



NNSAHC LISTSERV

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About the NNSAHC Listserv

The listserv is a forum for State Adolescent Health Coordinators (SAHCs) and other key state adolescent health staff in MCH Programs to stay connected with their counterparts in other states as well as national partners supporting the work.

The NNSAHC listserv is a closed forum – only NNSAHC members and select others approved by the NNSAHC Executive Committee can subscribe to and send messages on the listserv. The listserv is a wonderful way to share the collective knowledge of individual SAHCs, NNSAHC leaders and national partners by seeking information and sharing resources.

The NNSAHC listserv connects you to State Adolescent Health Coordinators and MCH adolescent health contacts in almost every state and 3 territories, as well as with key NNSAHC Partner Organizations:

- Adolescent and Young Health National Resource Center
- Association of Maternal and Child Health Programs
- Maternal and Child Health Bureau
- Office of Adolescent Health
- State Adolescent Health Resource Center/University of Minnesota
- Society for Adolescent Health and Medicine

The listserv can be used to share resources and ask questions of other SAHCs. By sending one message to the listserv, you can reach all SAHCs and state AH contacts in other states and territories and national resource and technical assistance partners.

Listserv Privacy

This is a closed/private listserv. Please use care when forwarding/sharing listserv messages with colleagues and partners who are not subscribed to the list to protect the confidentiality of listserv subscribers. And, as with all electronic communications, please use caution when posting on the listserv as information posted on this list could ultimately be accessible to non-subscribers. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.

Listserv Subscribers

Designated state adolescent health coordinators (SAHCs) plus one additional person per state may participate in the listserv. Additional state representatives must be from a state agency, work on adolescent health, and work closely with the designated SAHC. The listserv is maintained by the University of Minnesota. To join the listserv or request adding an additional person to the listserv, contact the listserv administrators, Kristin Teipel at teipe001@umn.edu or Rena Large at large027@umn.edu. For all requests, include name of individual and email address.

Sending/Receiving Messages

Upon being added to the listserv you will receive an automated reply from the listserv system with instructions for sending and receiving messages, and programming digest options.

How do I send a message on the NNSAHC Listserv?

Approved listserv subscribers can send an email message to all the people currently subscribed to the list:

1. Type nnsahc-l@lists.umn.edu into the "To" line of your email.
2. Compose and send your email as usual – it will be sent to all listserv subscribers.

Please note that in "nnsahc-l" the final character is a lower case "L" not the numeral one (1).

How do I know that a message has been sent through the NNSAHC Listserv?

You will receive the message you sent in your inbox (as a subscriber of the listserv). When you receive the message, the address that appears in the "To" field will be addressed to nnsahc-l@lists.umn.edu (i.e. your name will not be listed in the "To" line of the email message). When you receive the message you sent as an email in your inbox addressed to nnsahc-l@lists.umn.edu, then you will know it has been successfully sent to all subscribers of the listserv.

How do I reply to a NNSAHC Listserv Message (a.k.a. Reply vs. Reply All Etiquette)

To reply to a NNSAHC Listserv message, simply hit REPLY and compose your message (keeping in mind that replies to messages you receive via the listserv go to ALL listserv subscribers). As such, please always consider whether your response is intended for an individual person or for EVERY subscriber to the listserv.

- **Replying to ALL members of the listserv:** Use "reply all" when your response contains information that benefits everyone. Sharing information on a state practice is relevant to the entire list as are replies that provide additional information on a state practice.
- **Replying to an individual:** If your response is relevant only to the individual sender (or one specific person), check the TO field of your message to ensure only your one intended recipient will receive the message. For example, messages such as "thanks for the information", "me, too", or "welcome!" should be sent to individuals, not to the entire list.
- **Confirm your intended recipient:** When you are replying to a listserv message, please check the TO address in your reply. Some email programs default to reply to the listserv address, not the message sender. If the TO: field is displaying the listserv address and you want to reply only to an individual, delete the NNSAHC listserv address and insert the individual's email address.

Questions?

For assistance with the listserv, contact:

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