

E-MAIL NOTIFICATION SERVICES (LISTSERV)

The Legislature provides an e-mail notification service (known as ListServ) where you can sign up to receive various committee hearing agendas and schedules. When one of the documents you've signed up for is updated it will be e-mailed to you automatically.

To Set Up E-mail Notification:

- Select E-Mail Notifications from Legislative Home Page (www.leg.wa.gov)

The screenshot shows the Washington State Legislature website. At the top, there is a navigation bar with links for 'About Us', 'Contact Us', 'E-mail Notifications', 'Search', and 'Help'. Below this is a banner for 'WASHINGTON STATE LEGISLATURE' with links for 'Legislature Home', 'Senate', and 'House of Representatives'. A sidebar on the left lists 'Inside the Legislature' with options like 'Find Your Legislator', 'Agendas, Schedules and Calendars', and 'E-mail Notifications'. The main content area features a 'TODAY AT THE CAPITOL' section with a table of committee hearings. A 'HIGHLIGHTS' section on the right provides additional information for legislators.

Committee	Time	Last Updated
Financial Institutions & Insurance (H)	8:00 AM	1/23/2006
Housing (H)	8:00 AM	1/20/2006
Select Committee on Hood Canal (H)	8:00 AM	1/17/2006
Agriculture & Rural Economic Development (S)	10:00 AM	1/18/2006
Economic Development, Agriculture & Trade		

- Enter your e-mail address and your first and last name in the boxes provided

The screenshot shows the 'Subscribe to the Legislative Lists' form. It includes a sidebar with 'Inside the Legislature' and 'Outside the Legislature' links. The main content area has a heading 'Subscribe to the Legislative Lists' and a paragraph explaining the service. Below this is a yellow box labeled 'Step 1: Provide your e-mail address and name'. Underneath are two input fields: 'Your e-mail address:' and 'Your name (First Last):'. Arrows from the text above point to these fields.

Step 1: Provide your e-mail address and name

Your e-mail address:

Your name (First Last):

- Scroll down and select the schedules/agendas you want to receive by clicking on the “join button”.

House	Join	Leave	Senate	Join	Leave
Appropriations	<input type="radio"/>	<input type="radio"/>	Agriculture & Rural Economic Development	<input type="radio"/>	<input type="radio"/>
Capital Budget	<input type="radio"/>	<input type="radio"/>	Early Learning, K-12 & Higher Education	<input type="radio"/>	<input type="radio"/>
Children & Family Services	<input type="radio"/>	<input type="radio"/>	Financial Institutions, Housing & Consumer Protection	<input type="radio"/>	<input type="radio"/>
Commerce & Labor	<input type="radio"/>	<input type="radio"/>	Government Operations & Elections	<input type="radio"/>	<input type="radio"/>
Criminal Justice & Corrections	<input type="radio"/>	<input type="radio"/>	Health & Long-Term Care	<input type="radio"/>	<input type="radio"/>
Economic Development, Agriculture & Trade	<input type="radio"/>	<input type="radio"/>	Human Services & Corrections	<input type="radio"/>	<input type="radio"/>
Education	<input type="radio"/>	<input type="radio"/>	International Trade & Economic	<input type="radio"/>	<input type="radio"/>

- Scroll to the bottom of the page and click on JOIN/LEAVE LISTS.

Step 3: Subscribe/leave selected lists

Click the button below to join or leave our lists. To confirm your identity and prevent third parties from subscribing you to a list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form for each list. Simply wait for this e-mail to arrive, then follow the instructions to confirm the operation.

To see which e-mail notification lists you are subscribed to, go to the [Listserv page](#) on the Department of Information Services web site. You must set up an account with your e-mail address and password to see the list on the DIS Listserv Subscriber's Corner.

An e-mail will be sent to you requesting confirmation of your selection. If you signed up to receive notifications for more than one committee an e-mail will be sent to you for each committee you signed up for.

To Confirm Your Selections

- Login to the e-mail address you have specified
- Open the e-mail from the ListServ computer
- Click on the link provided in the e-mail to confirm your subscription.
- A box will open on your screen confirming you've been added, and a second e-mail will be sent to you confirming that you've been added to the list.
- Close the box on your screen and delete the two e-mails you received.
- Repeat this process for each committee you signed up for.

To Delete A Notification

- Go to the Legislative Web Page (www.leg.wa.gov) and click on E-Mail Notifications
- Sign in with your e-mail address and your first and last name.
- Click on the leave button for each committee you wish to delete.
- Scroll to the bottom of the page and click on Join/Leave List(s)

To Review which Lists You Are Subscribed to and Delete Lists:

- Go to the Legislative Web Page (www.leg.wa.gov) and click on E-Mail Notifications
- Scroll to the bottom of the page to the section that is titled “**Step 3: Subscribe/leave selected lists**” and click on link that says [Listserv page](#). This will take you to the Department of Information Services ACCESS WASHINGTON web site (they manage the ListServ application).

Listserv page on the Department of Information Services web site. You must set up an account with your e-mail address and password to see the list on the DIS Listserv Subscriber's Corner.' At the bottom are two buttons: 'Join/Leave List(s)' and 'Clear'. A green box highlights the left side of the page. An arrow points from the 'Listserv page' link in the second paragraph to the 'Listserv page' link in the first paragraph of the instructions."/>

Step 3: Subscribe/leave selected lists

Click the button below to join or leave our lists. To confirm your identity and prevent third parties from subscribing you to a list against your will, an e-mail message with a confirmation code will be sent to the address you specify in the form for each list. Simply wait for this e-mail to arrive, then follow the instructions to confirm the operation.

To see which e-mail notification lists you are subscribed to, go to the [Listserv page](#) on the Department of Information Services web site. You must set up an account with your e-mail address and password to see the list on the DIS Listserv Subscriber's Corner.

- Click on Subscriber Corner
- Login (see procedures below)

List archives at LISTSERV.WA.GOV - Microsoft Internet Explorer provided by the Washing...

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://listserv.wa.gov/> Go Links

Access Washington Official State Government Web Site

listserv.wa.gov

Welcome

Welcome to LISTSERV.WA.GOV

The new e-mail list distribution service known as Listserv further enhances government services at Washington state's web portal, Access Washington service, citizens will be able to keep up with the latest developments and reach government agencies and to participate in discussion groups for the issues of interest to them via e-mail. The service will also enable state and local government agencies to reach out directly to businesses, organizations and the general public in a much quicker and more efficient manner.

The Listserv is free to citizens. You are welcome to participate in the lists available at listserv.wa.gov.

Subscriber's Corner
Public EMail Lists
List Management
List Moderation
Help
Log off

- Click on “Select Subscription Settings”

Subscriber's Corner

Subscriber's Corner
Public Email Lists

[FAQs](#)
[Help](#)
[Log out](#)

[Theme Selection](#)
[Archive Search](#)
[Change Password](#)

Welcome to Subscriber's Corner

On this page, you can see all the lists you are subscribed to. The list table can display selected subscription settings for each list.

You can do the following:

- [Signoff](#) from one or more lists.
- [Change your subscription settings](#) on one or more lists.

- Scroll down to the table which shows what you are subscribed to.

See the navigation sidebar for additional reporting options.

Lists on LISTSERV.WA.GOV

You are subscribed to 3 Lists as sheehan_ge@leg.wa.gov

	List Names
<input type="checkbox"/>	WALEG-HOUSE-CB
<input type="checkbox"/>	WALEG-HOUSE-EDAT
<input type="checkbox"/>	WALEG-SCHEDULE
<input type="checkbox"/> Invert	-

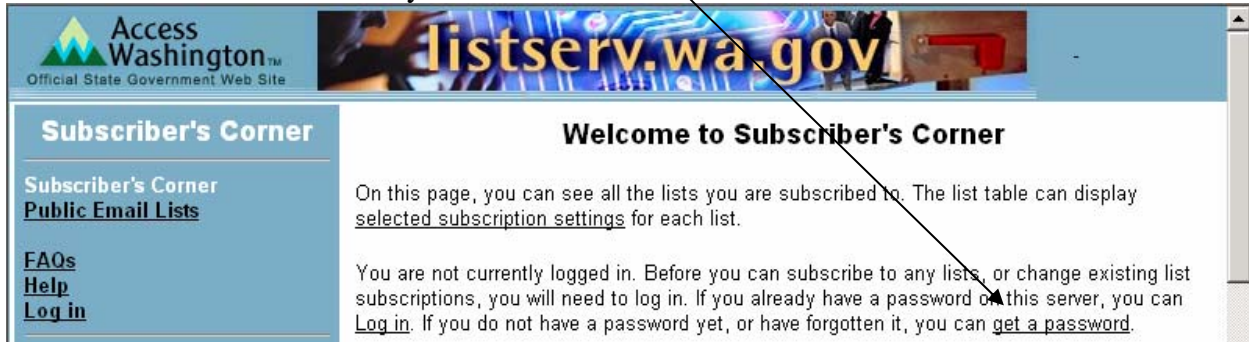
Do not send e-mail notification

- Click in the check box to mark each list you want to unsubscribe to.
- In the bottom of the table, click in the dropdown box and select “Unsubscribe”.
- If you don’t want to receive an e-mail notification of the lists you’ve unsubscribed to click the check box marked “Do Not Send E-Mail Notification”.
- Click on “Submit Changes”

Setting up an account and password on the Access Washington ListServ Web Page.

The first time you go to this ListServ web page to review the lists you are signed up to, you will need to establish an account with your e-mail address and a password. To set up a password:

- Click on Log-in
- Click on the link that says “Get a Password”



The screenshot shows the 'Subscriber's Corner' page of the Access Washington ListServ website. The header includes the 'Access Washington' logo and the URL 'listserv.wa.gov'. The main content area is titled 'Welcome to Subscriber's Corner' and contains the following text: 'On this page, you can see all the lists you are subscribed to. The list table can display selected subscription settings for each list.' Below this, it states: 'You are not currently logged in. Before you can subscribe to any lists, or change existing list subscriptions, you will need to log in. If you already have a password on this server, you can Log in. If you do not have a password yet, or have forgotten it, you can get a password.' A sidebar on the left contains links for 'Subscriber's Corner', 'Public Email Lists', 'FAQs', 'Help', and 'Log in'. A black arrow points from the 'get a password' link in the text to the 'Get a Password' link in the list above.

- Enter your e-mail address and a password of your choosing in the appropriate boxes, the click on “Register Password”. An e-mail will be sent to you requesting verification



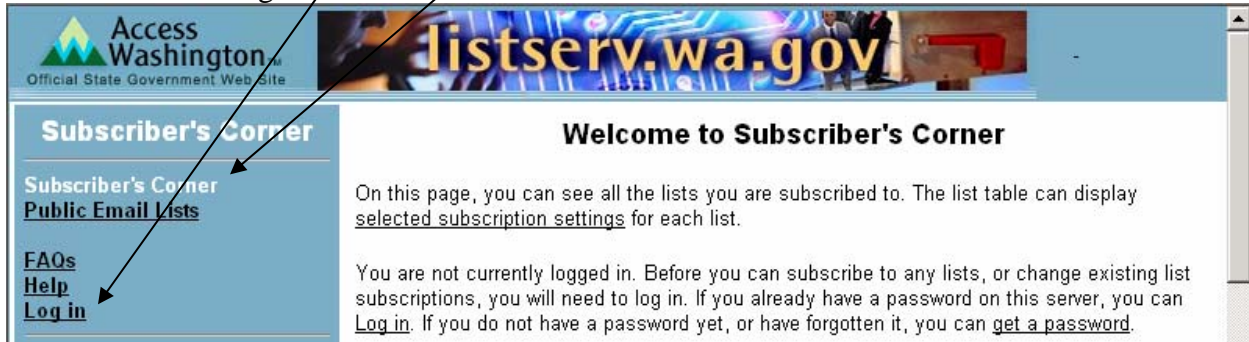
The screenshot shows the 'Registering your LISTSERV Password' page of the Access Washington ListServ website. The header includes the 'Access Washington' logo and the URL 'listserv.wa.gov'. The main content area is titled 'Registering your LISTSERV Password' and contains the following text: 'Please enter your e-mail address and the desired password, then click on the "Register Password" button. If you already had a LISTSERV password, but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below.' Below this text are three input fields: 'E-Mail Address:', 'Password:', and 'Password (again):'. A 'Register Password' button is located below the input fields. A black arrow points from the 'Register Password' button in the list above to the 'Register Password' button on the page.

- Go to e-mail, open the message sent to you, and click on the link provided to verify your account and password.
- Return to the Access Washington ListServ web page and Login.

Logging into the Access Washington ListServ Web Page

When you go to the Access Washington ListServ Web Page and click on “Subscribers Corner” for the first time, you will be asked to log in with your e-mail address and password. The web page will then place a “cookie” on your computer so it can remember who you are so you won’t have to go through the log-in process the next time you access the system. You can also log on without the cookie by scrolling down the page a little further.

- Click on “Subscribers Corner”
- Click on “log-in”



Subscriber's Corner

Subscriber's Corner
[Public Email Lists](#)

[FAQs](#)
[Help](#)
[Log in](#)

Welcome to Subscriber's Corner

On this page, you can see all the lists you are subscribed to. The list table can display selected subscription settings for each list.

You are not currently logged in. Before you can subscribe to any lists, or change existing list subscriptions, you will need to log in. If you already have a password on this server, you can [Log in](#). If you do not have a password yet, or have forgotten it, you can [get a password](#).

- Enter your e-mail address and password and click on “log in”



Login Required

Please enter your e-mail address and your LISTSERV password (**not** the password you use to login to your computer or read your mail), and click on the "Login" button.

[NEW USER OR FORGOT YOUR PASSWORD? CLICK HERE TO GET A NEW LISTSERV PASSWORD](#)

E-Mail Address:

Password:

- You will get a screen describing the cookie process. Click on “follow this link”



Password Saved

Your web browser has been instructed to save your password in a "cookie" on your hard disk. Not all web browsers, however, support cookies. Cookies may also have been disabled in the browser's "Preferences" menu (sometimes called "Options" or "Settings"). To confirm that your password has been successfully saved as a cookie, please follow this link. If this brings you back to the "Login Required" screen, the cookie has not been accepted by your browser and you will need to try again after reconfiguring your preferences or upgrading to a more recent browser.

- You should get the screen with all your selections. If not click on “Select Subscription Settings”

Or to log-in without setting a cookie

- Click on “Subscribers Corner”
- Click on “log-in”
- Enter your e-mail address and password, scroll down and click on “log-in without setting a cookie”

The screenshot shows a web page titled "Login Required" with a blue header. Below the header, there is a paragraph of instructions: "Please enter your e-mail address and your LISTSERV password (*not* the password you use to login to your computer or read your mail), and click on the "Login" button." Below this is a blue link: "NEW USER OR FORGOT YOUR PASSWORD? CLICK HERE TO GET A NEW LISTSERV PASSWORD". There are two input fields: "E-Mail Address:" and "Password:". Below the fields are two buttons: "Login" and "Change password". A horizontal line separates this section from the next. Below the line, there is a paragraph: "For your convenience, logging in defines a cookie in your browser, which is removed when you log off. If you are working from a public computer, you *must* remember to log off when you are done, or someone else will be able to use your account. On a private computer, you may set the cookie once, and never need to log off." Below this is another paragraph: "If you prefer not to set a cookie, use this login button instead:". At the bottom, there is a button labeled "Login without setting a cookie". Three arrows from the list above point to the "Login" button, the "Password:" field, and the "Login without setting a cookie" button.

Login Required

Please enter your e-mail address and your LISTSERV password (*not* the password you use to login to your computer or read your mail), and click on the "Login" button.

[NEW USER OR FORGOT YOUR PASSWORD? CLICK HERE TO GET A NEW LISTSERV PASSWORD](#)

E-Mail Address:

Password:

For your convenience, logging in defines a cookie in your browser, which is removed when you log off. If you are working from a public computer, you *must* remember to log off when you are done, or someone else will be able to use your account. On a private computer, you may set the cookie once, and never need to log off.

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