

2024 - 2025 ASSP Listserv Usage Guidelines

1. Compose your email as you normally would. Attach any flyers/images (be mindful of the **3MB limit** of all listserv emails - they will not send if your email exceeds this limit).

2. Address your email to the appropriate audiences.
 - a. P1s: pharmi@listsrv.ucsf.edu
 - b. P2s: pharmii@listsrv.ucsf.edu
 - c. P3s: pharmiii@listsrv.ucsf.edu
3. CC ASSP President Wendy Rivera (Wendy.Rivera@ucsf.edu) and ASSP Secretary Elizabeth Arden Nguyen (elizabeth.nguyen5@ucsf.edu)
4. Check in with ASSP Secretary Elizabeth Arden Nguyen **before** sending.
 - a. **Each RCO is allowed to utilize the listservs to send ONE email per academic year, regardless of how many cohorts are included.**
5. Once confirmed that your organization has not yet utilized the listserv for this academic year, hit "send." Your email will be distributed to the designated classes.
6. Wait (< 1 minute) for a confirmation email that should look like this:

For security reasons, the PHARMI list has been configured to request positive confirmation of messages posted to the list. To confirm that the enclosed message did originate from you, reply to the present message and type "OK" (without the quotes) in the body of your message.. If this does not work, or if the message did not originate from you, then contact the list owner for assistance.

7. Reply "OK" (without the quotations) to confirm sending your email. 8. Wait (~10 minutes) for your email to send and you should receive another email confirming that your email has *actually been sent*.

Revised on March 27th, 2024 by Wendy Rivera, ASSP President 2024-2025