FGFOA List Serve Tips

The Web address for the List Serves is http://listserv.fgfoa.org. From the Web site, click on **Online List Archives.** The first time, you will need to establish a password for future use (see Accessing Archives below). Once established, you can log in to manage your account and access the archives. The Web site contains encircled question mark icons that will provide additional information for settings and preferences.

Accessing Archives:

To access the archives for each List Serve, first go to the following Web address:

http://listserv.fgfoa.org/SCRIPTS/WA-FGFOA.EXE?A0=FGFOA-ACCOUNTINGAUDITING
http://listserv.fgfoa.org/SCRIPTS/WA-FGFOA.EXE?A0=FGFOA-BUDGETING
http://listserv.fgfoa.org/SCRIPTS/WA-FGFOA.EXE?A0=FGFOA-DEBTTREASURYMANAGEMENT
http://listserv.fgfoa.org/SCRIPTS/WA-FGFOA.EXE?A0=FGFOA-FINANCIALADMINISTRATION
http://listserv.fgfoa.org/SCRIPTS/WA-FGFOA.EXE?A0=FGFOA-PERSONNELPAYROLL

Once you have established a password, you may access the archives by going to http://listserv.fgfoa.org/, click on **Online List Archives**, log in, and then click on **Search Archives**.

If you wish to find messages relating to a particular topic, you can use the **Search For** String or Substring, which looks for the word(s) within the text of messages. You can also choose **Narrow Search**, including searching for a word in the subject line of postings, within specified dates, and by authors e-mail address.

More information about Archive Searches may be obtained by clicking here:

Managing Your Account:

Go to http://listserv.fgfoa.org/, click on **Online List Archives**, and log in. From this page:

- Click on **Subscriber's Corner** on the navigation bar to unsubscribe to a list or change your settings (click on **My Settings**) such as whether you would like an acknowledgment when your message is successfully distributed to the other members of the List Serve.

  More information about Subscriber's Corner may be obtained by clicking here:

- Click on **Preferences** on the navigation bar to set General, Archive, and Report preferences. For example, you can sort archived messages by topic, by author, or by date.

  More information about Preferences may be obtained by clicking here:

Also see:
List Serve Information
List Serve Policies
List Serve Etiquette