

Calling all eProcurement Users!

A Listserv is a valuable e-mail communication tool (like a directory or list) that offers its members opportunities to receive important information about a certain topic; in this case, eProcurement. Once you become a member of the ePro Listserv you will automatically be included whenever updates, solutions to problems, or tips are sent out to all ePro users in the district. It really pays to join, and just takes a moment of your time.

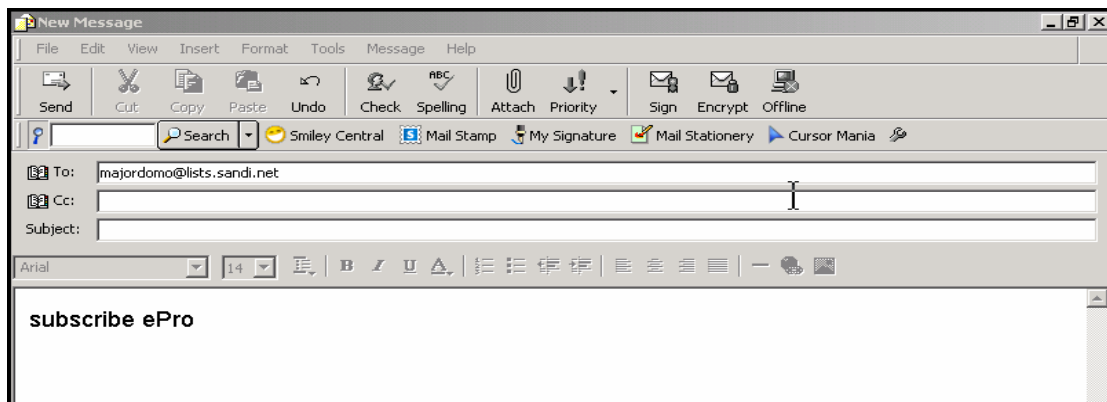
How the Listserv Works for You:

- Whenever an important message related to the use of eProcurement needs to be given to all district ePro users, the message will be sent to all members of the ePro Listserv. This is the fastest way to get information to you that is important to how you use ePro.
- The Listserv is used to give you information such as updates to the functionality of the ePro software, announcements or notices concerning any problems with ePro, and answers to common or frequent questions people might have about ePro issues they may encounter.
- At no time are you allowed to send e-mail messages to the Listserv yourself. Only specifically designated district personnel have access to sending e-mails over the Listserv. This is to ensure that only ePro-pertinent information is sent to the membership, and that you don't receive numerous unnecessary or inappropriate e-mails.

How to Subscribe to (become a member of) the ePro Listserv:

You can join the list via a simple e-mail.

1. Use any e-mail program (whichever e-mail you choose to subscribe from will be the e-mail address where you will receive Listserv messages), and send a message to: **majordomo@lists.sandi.net**
2. In the body of the message, write only: **subscribe ePro**
3. Send the e-mail.



How to Unsubscribe from the ePro Listserv:

1. Use the same e-mail program you used to subscribe. Send a message to: **majordomo@lists.sandi.net**
2. In the body of the message, write only: **unsubscribe ePro**
3. Send the e-mail.