

LISTSERV INSTRUCTIONS

The League of Kansas Municipalities has set up Listservs for six League Affiliate associations, including the City Clerk and Municipal Finance Officers Association. Listservs are discussion groups of individuals interested in certain topics linked together via e-mail.

Listsers can be used when you need advice on problems/issues that your city/organization is handling. This process will allow you to contact Listserv members, which will include your peers and League staff, by sending a single e-mail message.

- City Clerks and Municipal Finance Officers Association — ccmfoa

In order to subscribe to the ccmfoa@ink.org listserv - you must be a member of CCMFOA

To Subscribe:

- 1) In the "To:" line, type: tmcdaneld@lkm.org
- 2) In the "Subject" line, type: Subscribe
- 3) In the "Message" space, type: Subscribe ccmfoa
- 4) Send the message.

To Post a Message:

- 1) In the "To:" line, type: ccmfoa@ink.org
- 2) Fill in the "Subject" and "Message" lines with your question/problem
- 3) Send the message

To Unsubscribe:

- 1) In the "To:" line, type: tmcdaneld@lkm.org
- 2) In the "Subject" line, type: Unsubscribe
- 3) In the "Message" space, type: Unsubscribe ccmfoa
- 4) Send the message.

For more information, e-mail [Tracy McDaneld](mailto:Tracy.McDaneld@lkm.org) (tmcdaneld@lkm.org)