



Quick Start: For NACEP Listserv Members

Sending and Receiving Messages

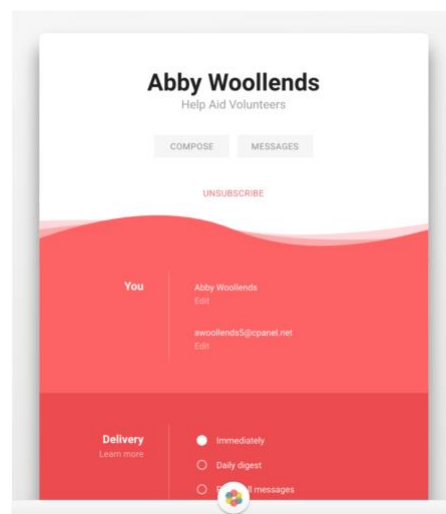
You can email the listserv directly from your email or from within your user Gaggle account. You do not need to have a Gaggle account to post to the listserv. Messages sent to the NACEP Listserv will arrive in your inbox and you can send a message back to the NACEP Listserv by sending an email from your regular email client (Gmail, Outlook, Hotmail, Yahoo, AOL etc.) to nacep-listserv@gaggle.email.

Messages sent to nacep-listserv@gaggle.email will go to the entire group. If you respond directly from your email and hit REPLY ALL- it will go to the NACEP Listserv and the original sender. If you only hit REPLY- it will only go to the original sender.

Creating a Gaggle Account

You may also create a Gaggle account by following the directions in your welcome email.

You can access everything you need from your Member Settings page. This is where you update your personal details, pause notifications, switch to the daily digest, or unsubscribe from the group.



How do I access my Member Settings page?

You access your own personal members' settings by clicking on the "**Click Here**" link in the footer of any message sent.

The NACEP Listserv is managed and moderated by NACEP. The opinions and views expressed in messages sent via the NACEP Listserv do not represent NACEP official policy or positions. Want to learn more about NACEP? Visit us here <http://www.nacep.org>.

[Click here](#) to view your membership page or to unsubscribe.

Do I need to create an account to be a member of NACEP Listserv?

No, you don't need an account, you can send and receive messages without creating an account.

You do need an account if you want to:

- View and search the message archive
- Send messages from your Member Settings page
- Resend messages to yourself from the Digest
- Pause, resume, or change message timing to daily digests.

Searching Messages

Within your Goggle account, messages can be searched in the top search bar. You can also search messages via your own email platform exactly how you normally would when searching for something specific.

We will be adding every NACEP Member that is ACTIVE as of March 15, 2021 to our new NACEP Listserv. It will go live on April 1, 2021. If you have any questions, please email Miranda Rodriguez at mrodriguez@nacep.org.

Thank you,
Miranda Rodriguez
Director of Communications and Member Services