



National Association of Judiciary Interpreters & Translators  
2002 Summit Blvd ▪ Suite 300 ▪ Atlanta, GA 30319  
Tel: 404-566-4705 ▪ Fax: 404-566-2301 ▪ [www.najit.org](http://www.najit.org)

## **NAJIT LISTSERV USER INSTRUCTIONS**

### **OPTING OUT OF THE LISTSERV**

To facilitate the work of our volunteers who will manage the listserv, all individual NAJIT members will be automatically enrolled. To opt out, or unsubscribe, click on the link [URL] at the end (footer) of each message. It reads: "To unsubscribe click here: [URL is provided.]"

### **CONTRIBUTING TO THE LISTSERV (posting a message or replying to one)**

To contribute to the listserv, do one of the following:

1. Hit reply to a message, or
2. Send a new message or thread to the listserv addressed to [najitlistserv@lyris.dundee.net](mailto:najitlistserv@lyris.dundee.net).

### **DELIVERY OPTIONS**

You can manage how messages are received via email. Your options are:

1. **Mail:** Messages are sent as they are contributed (this is the default setting).
2. **Digest:** One message with all contributions for that day.
3. **Mimedigest:** One message with a link to each of the contributions for that day.
4. **Index:** One message with only the subject lines for the contributions for that day
5. **Nomail:** No mail from the listserv, but not unsubscribing.

To change your distribution settings, send an empty email (one with no contents or subject line) to the corresponding address. **Note: You must send the email from the email address that is subscribed to the listserv.**

1. **Mail:** [mail-najitlistserv@lyris.dundee.net](mailto:mail-najitlistserv@lyris.dundee.net)
2. **Digest:** [digest-najitlistserv@lyris.dundee.net](mailto:digest-najitlistserv@lyris.dundee.net)
3. **Mimedigest:** [mimedigest-najitlistserv@lyris.dundee.net](mailto:mimedigest-najitlistserv@lyris.dundee.net)
4. **Index:** [index-najitlistserv@lyris.dundee.net](mailto:index-najitlistserv@lyris.dundee.net)
5. **Nomail:** [nomail-najitlistserv@lyris.dundee.net](mailto:nomail-najitlistserv@lyris.dundee.net)

The listserv will automatically change your delivery option.

### **ACCESSING ARCHIVES**

The archive of messages exchanged (forum), can be accessed via the following link: <https://slm-lyris-mb.dundee.net/read/?forum=najitlistserv>



National Association of Judiciary Interpreters & Translators  
2002 Summit Blvd ▪ Suite 300 ▪ Atlanta, GA 30319  
Tel: 404-566-4705 ▪ Fax: 404-566-2301 ▪ [www.najit.org](http://www.najit.org)

### RE-SUBSCRIBING TO THE LISTSERV

If you opted out of the listserv and wish to re-subscribe, send an email to [subscribe-najitlistserv@lyris.dundee.net](mailto:subscribe-najitlistserv@lyris.dundee.net).

You will receive an email with a link to confirm your request. The listserv administrators will receive a notification to add you. Your subscription will not go into effect until a list administrator approves your subscription.

### MODERATORS

The listserv will be moderated by Christina Courtright and Bethany Korp, who served in this capacity on the old listserv.