Creating a NIH LISTSERV for Rees Scientific contact.

- Go to the NIH LISTSERV homepage https://list.nih.gov/
- Under the "Manage" section, click "Manage your mailing list"
- Click "Request Create a LIST SERV List"
- Complete the form
    - List Name use naming convention
      REES_[Building #]_[IC]_[PI Last Name]
      Example: REES_35_NINDS_SHARER
    - List Title: use same name as above
    - Owner Name: KRIS SHARER
        - Agency: NIH
    - Owner Phone: 240-515-1750
    - Owner email: KRIS.SHARER@NIH.GOV (Kris Sharer)
    - **Type of List: Announcement List**
    - **Who can join the list: Closed**
    - Reply to: Reply to whole list
    - **Attachment policy: Reject messages with attachments**
    - **Is the list confidential: Confidential**
    - Service area: NIH ONLY
    - List Archives: No Archives
    - Access to list archives: Owners
- Under the List Management tab, select Customization > Mail Templates
    - Select template category: Top and bottom banners
    - Select template: (*) Bottom banner for plain text postings [BOTTOM_BANNER] > EDIT TEMPLATE
    - Paste the following into the Contents box

      ##################
      To unsubscribe from the &LISTNAME list, email
      nindsdirreesadmin@ninds.nih.gov
      ##################

      https://www.freecarrierlookup.com/
- **GREEN** Distribution Tab
    - Daily Threshold= 100
- Under the **BLUE** List Maintenance tab, under Owner -> Quiet, add:
    - Reesalarm35@mail.nih.gov