## Clark Middle School & High School ListServ

This ListServ will be used for anyone who would like to receive the morning announcements and correspondence in regard to the Clark MS and HS. If you received a morning announcement email from the ClarkMS-HS Listserv last school year then you are already signed up and good to go. You can remove yourself from this ListServ at any time. If you did not receive an email with the MS-HS morning announcement and would like to please complete the following steps.

How do I subscribe to the Clark MS & HS mailing list?

1. Send an email message to ListManager@k12.sd.us

In the body of the message, type: Subscribe ClarkMS-HS

- 2. You can leave the subject line blank.
- 3. When you join the mailing list, then you will be sent a welcome message informing you that you are subscribed.

How do I unsubscribe from the Clark MS & HS mailing list?

1. Send an email message to ListManager@k12.sd.us

In the body of the message, type: Unsubscribe ClarkMS-HS

You can leave the subject line blank.

2. When you leave the mailing list, you will be sent a farewell message informing you that you are unsubscribed.

## **Clark Elementary Elementary List Serv**

This ListServ will be used for anyone who would like to receive the morning announcements and correspondence in regard to the Clark Elementary School. If you previously received a morning announcement email from Mrs. Mudgett last spring and would like to continue to receive the morning announcement, please sign up for this ListServ. You can remove yourself from this ListServ at any time.

How do I subscribe to the Clark Elementary mailing list?

- 1. Send an email message to ListManager@k12.sd.us
  - In the body of the message, type: Subscribe ClarkElementary
- 2. You can leave the subject line blank.
- 3. When you join the mailing list, then you will be sent a welcome message informing you that you are subscribed.

How do I unsubscribe from the Clark Parents mailing list?

- 1. Send an email message to ListManager@k12.sd.us. In the body of the message, type: Unsubscribe ClarkElementary
  - You can leave the subject line blank.
- 2. When you leave the mailing list, you will be sent a farewell message informing you that you are unsubscribed.