<u>To Receive Internal Job Postings Via Email</u>

The following outlines the process individual employees can follow to register for the *listserv* and receive the ads directly:

- ▸ Send an email to listserv@mun.ca

- ▸ Use a plain text email message

- ▸ Type a single line of text: *subscribe jobs*

- ▸ Remove any signature files

- ▸ Do not use a title on your message

- ▸ Do not use hotmail.com addresses; certain mail software performs spam filtering and will reject **listserver** mail as spam. Hotmail.com is the most well known example of this.

- ▸ To unsubscribe from this list, send an email to listserv@mun.ca using the procedure stated above. Type a single line of text: *signoff jobs*

Please direct any questions or comments via email to recruitment@mun.ca or contact the Recruitment office at 737-7403.