

## InfoEd Community Advisory Group (ICAG) Listservs

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InfoEd Global provides discussion forums for the InfoEd Community Advisory Group (ICAG). The following lists are available for subscription:

- ICAG-Compliance
- ICAG-Conflict\_of\_Interest
- ICAG-Enterprise
- ICAG-Proposal\_Development
- ICAG-PT-Post\_Award
- ICAG-SPIN-SMARTS
- ICAG-Systems-Technical
- ICAG-Technology\_Transfer
- ICAG-UGM-Webinars
- PD-Alerts\*

\* The PD-Alerts list is an announcement only list used to provide timely updates for PD/S2S clients. Users may subscribe but may not post to that list.

List subscriptions can be established and managed here: <https://www.infoedglobal.com/subscriptions/>

### **SUBSCRIBE TO A LIST**

- Go to: <https://www.infoedglobal.com/subscriptions/>
- In the 'Request A Subscription' section enter your name, email address, and Institution.
- Check the boxes for all lists to which you wish to subscribe.
- Click the 'Request Subscription(s)' button.
- You will be sent an email with a link/button to confirm your request *for each list*.
- After confirming your request, a notification will be sent to the list manager to approve the subscription. *Please allow one business day for this review.*
- New subscribers will receive a welcome message when subscription(s) are approved and will begin receiving list emails.

### **MANAGE YOUR LIST SUBSCRIPTION(S) AND ACCESS LIST ARCHIVES**

- Go to: <https://www.infoedglobal.com/subscriptions>
- Enter your email address and click the "Manage Your Account and View Archives" button.
- You will receive a message with a link to confirm/access your account information and then be brought to a page displaying options for lists that you are subscribed to including change to digest mode ('daily summary'), temporarily turn off emails, access list archives, or unsubscribe.

### **SEND A MESSAGE TO A LIST**

- Send an email to any list that you are subscribed to from your subscribed email address. If you are not subscribed or send from a different email address, the post will be rejected. Otherwise, the post will be sent to the associated list verbatim. List addresses are in the format [listname]@list.infoedglobal.com. For example: [icag-enterprise@infoedglobal.com](mailto:icag-enterprise@infoedglobal.com). Listnames are shown at the top of this page. *(Note that the dashes and underscores are important parts of the listnames!)*
- Reply to a list message you receive to send a response back to the list.

InfoEd Global is unable to assist you in troubleshooting your organization's email filters, SPAM, or Junk email settings. We recommend you add the email address of subscribed lists to your contacts or safe senders list.