

**INPACT AMERICAS  
IRC7216 LISTSERVE INSTRUCTIONS**



**Subscribe to the Listserve**

- You may subscribe to the list by sending a request to [iam-admin@inpactam.org](mailto:iam-admin@inpactam.org).
- Indicate “Subscribe-IRC7216” in the subject line.
- If you would like to be subscribed under a different email address, please enter that address in the body of your email.

**Using the Listserve**

- INPACT Americas listserves are available only to INPACT members.
- Only subscribers to this list may post to it.
- Please note that INPACT Americas admin personnel are included in this listserv.
- The listserv is set to “Reply” to the entire list. Do not use “reply to all”.
- A header and generic footer are built into the listserv but they are only active with “plain text” format. HTML or RichText formats will default to your own personal “signature” or other formatting.
- A subject line prefix – IRC7216 Group – is built in. You may add a specific topic in the subject line if you wish. It will be appended to the prefix.
- This listserv is available to all firm personnel. INPACT Admin cannot monitor or control which users may or may not receive certain information. **Therefore, each user is responsible for discretion in communicating any sensitive firm information or data.**
- INPACT Americas’ listserves are for professional use only. Please use good judgment in the content you share and the language you use and be respectful of other users at all times in your communications.

**Listserves Syntax**

Send an email request to [imailsrv@inpactam.org](mailto:imailsrv@inpactam.org) and include the list-server command and list name in the BODY of the message as in the examples below:

List IRC7216 .....To receive a list of all the subscribers to this list (email addresses only)

Unsubscribe IRC7216.....To unsubscribe from a list