

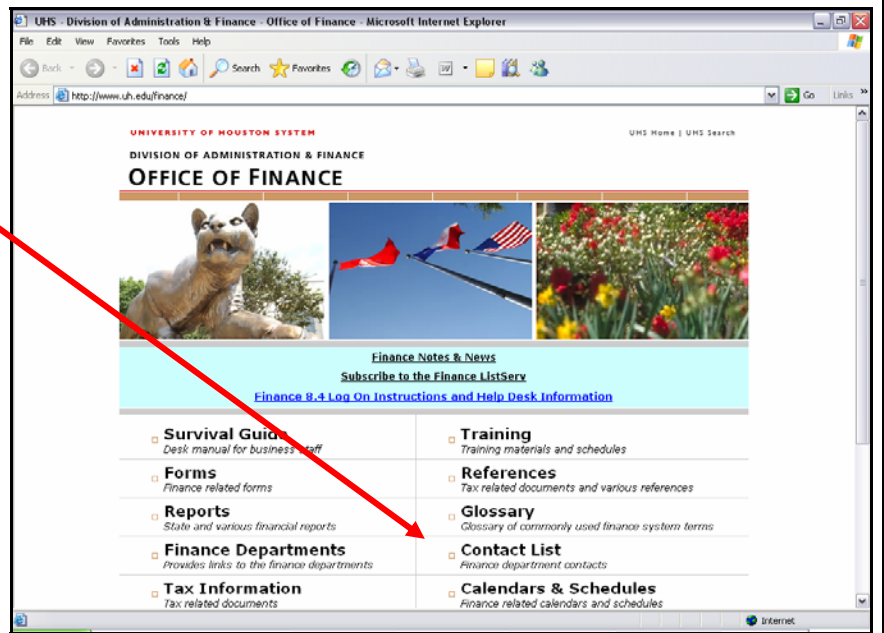
LISTSERV

Navigation:

<http://www.uh.edu/finance/>

1

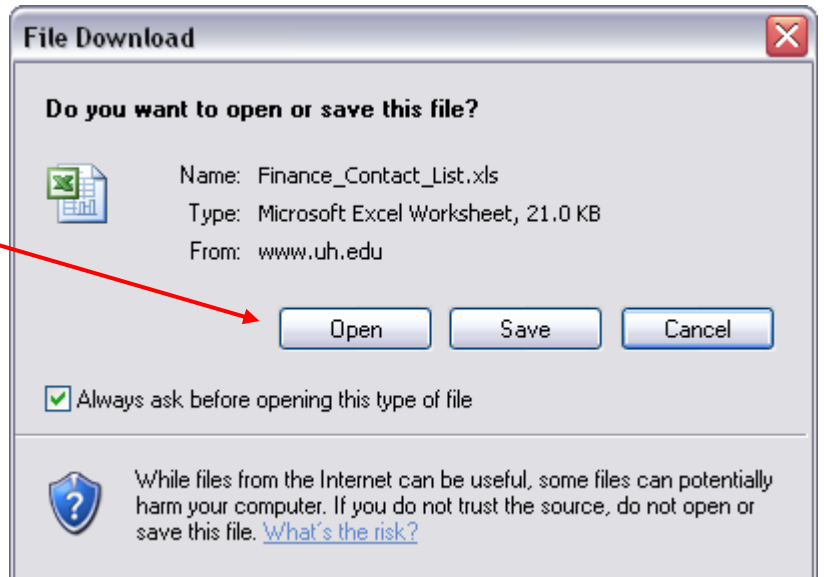
Click on **Contact Info**



2

File Download window comes up,

Click



LISTSERV

3

An excel file "Finance Contacts List" comes up.

Close this window and you are back in the Finance Home Page.

Finance Contact List FY04			
Name	Department	Ext	Room #
Bean, Cissy	Accounts Payable	38711	228
Brooks, Latoya	Accounts Payable	38764	229
Chityala, Priya	Accounts Payable	38707	206
Collins, Deborah	Accounts Payable	38708	229
Darden, Margaret	Accounts Payable	38748	230
Hall, Joy	Accounts Payable	38701	230
Howard, Linda	Accounts Payable	38714	230

4

To subscribe or unsubscribe to Finance ListServ distribution list:

Click on:

[Subscribe to the Finance ListServ](#) link to bring up Subscribing and Unsubscribing.

File Download window comes up,

Click

LISTSERV

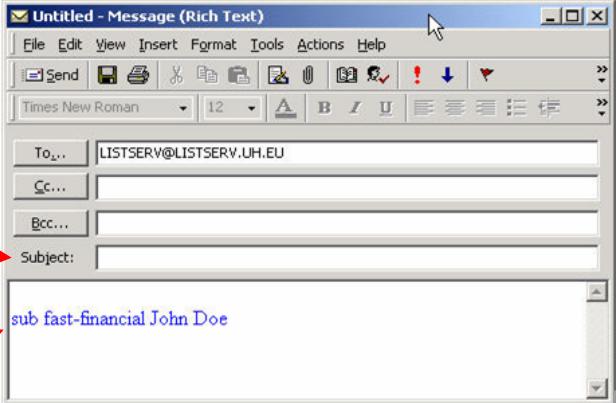
5 Instructions for subscribing or unsubscribing to Finance ListServ distribution list by email.

Leave Subject: blank

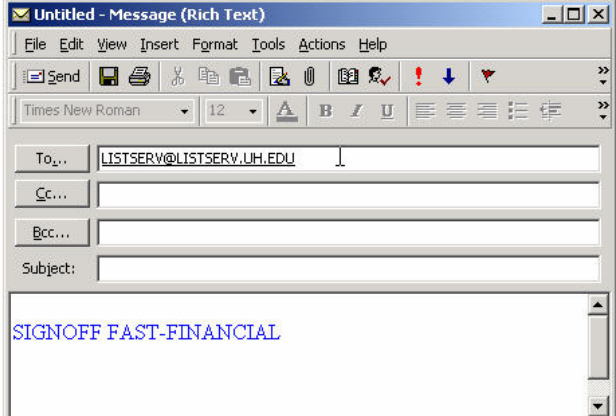
Fill in with one of the following:
sub fast-**financial** "your name"

Subscribing and Unsubscribing to the Finance ListServ

Subscribe to the Finance ListServ to receive e-mail reports and notices concerning the Financial database. Send an e-mail* to LISTSERV@LISTSERV.UH.EDU with the following command as the body of the message (leave the subject line blank): **sub fast-financial "your name"** (do not include quotes)



Unsubscribe to the Finance ListServ. Send an e-mail* to LISTSERV@LISTSERV.UH.EDU with the following command as the body of the message (leave the subject line blank): **SIGNOFF FAST-FINANCIAL**



*Note: E-mail cannot contain any pictures or backgrounds. The ListServ will reject these e-mails.