



# Join the STM Parent Email List!

As an STM Parent, you may receive announcements from The High School of Saint Thomas More quickly and efficiently with just a click of a mouse. By subscribing to e-mail lists, you can receive announcements from school staff without waiting for postal mail or digging through backpacks. The following scenario illustrates how to accomplish this.

*I am Jane Doe, and I want to subscribe to the appropriate parent's list for my son, Joe, who is a Junior.*

The lists are based on the student's graduation year. The naming convention for the list is **Class\*\*parent**. The \*\* is replaced with the last two digits of the student's graduation year as follows:

**Class06parent**  
**Class07parent**  
**Class08parent**  
**Class09parent**

1. *For my son Joe, the appropriate list would be Class07parent. To subscribe, I would send an e-mail to:*  
**imailsrv@hs-stm.org**
2. *As the only text in the body of the message (no subject is necessary), I would type the following exactly as shown:*  
**subscribe Class07parent Jane Doe**

The e-mail account you use to send this message will be the one subscribed to the list, and it should receive a confirmation message back within a few minutes. Note that the text name you provide (i.e. Jane Doe) is free form, but required in order for STM system administrators to perform maintenance and troubleshooting. Those with more than one child attending may wish to subscribe to more than one list. Occasionally, messages will be sent to all lists and duplication may occur.

## **Changing an E-Mail Address**

To change your email address, you must unsubscribe the old address from the appropriate list and subscribe to it again using the new address.

**Step 1:** Access your old e-mail account one last time. Send an e-mail to the address above (imailsrv@hs-stm.org). The only text in the body of the message (no subject required) would be: **unsubscribe Class09parent**

**Step 2:** From your new e-mail account, follow the original instructions above for subscribing to the appropriate e-mail list.

\*In an effort to prevent parents from receiving unnecessary e-mail, these lists have been established as one-way. Only designated STM staff members have access.

***SIGN UP TODAY!***