



# Join the STM Community Email List!

As an STM Community Supporter, 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 the STM Community e-mail list, you can receive announcements from school staff without waiting for postal mail.

## Join the STM Community Email List

Follow these simple instructions to get signed up now:

1. To subscribe to the STM Community email list send an email to:

**imailsrv@hs-stm.org**

2. As the only text in the body of the message (no subject is necessary), type the following exactly as shown:

**subscribe STMCommunity 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.

## Changing an E-Mail Address

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

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 STMCommunity**

2. From your new e-mail account, follow the 'Join' instructions above for subscribing to the list.

\* Only designated STM staff members have the ability to send emails to this list.

***Sign up Today!***