



## **WELCOME!**

**You have been or are currently subscribed to the Trauma Program Manager's Listserv.**

**This listserv is an email group that exists to encourage communication between members and serves as a primary method of communication from the OEMS to WY Trauma Coordinators, Registrars and Managers**

**How does it work?**

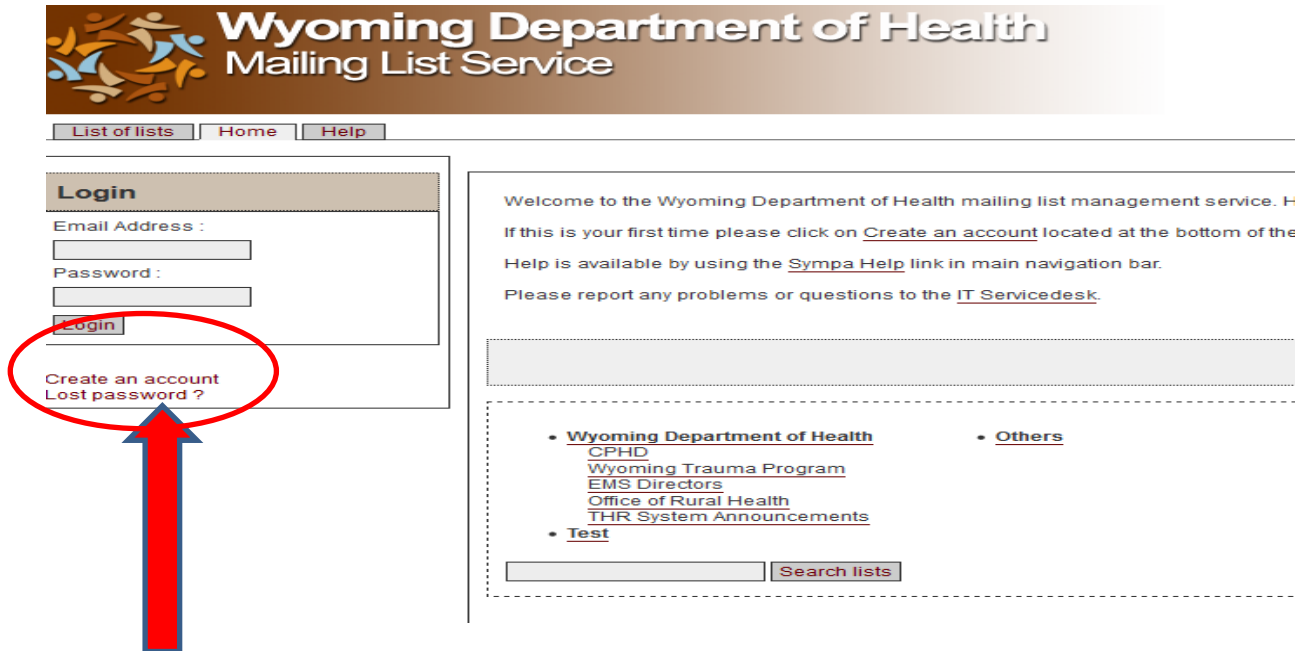
**From email: a person with a message posts to this address: [trauma@lists.health.wyo.gov](mailto:trauma@lists.health.wyo.gov) . Once the message is sent, it will be sent to all members of the group. To reply to the message, simply respond back to [trauma@lists.health.wyo.gov](mailto:trauma@lists.health.wyo.gov) .**

**\*\*If you are interested in accessing archives of past messages or posting to listserv from the website please follow the directions as outlined in the next pages.**

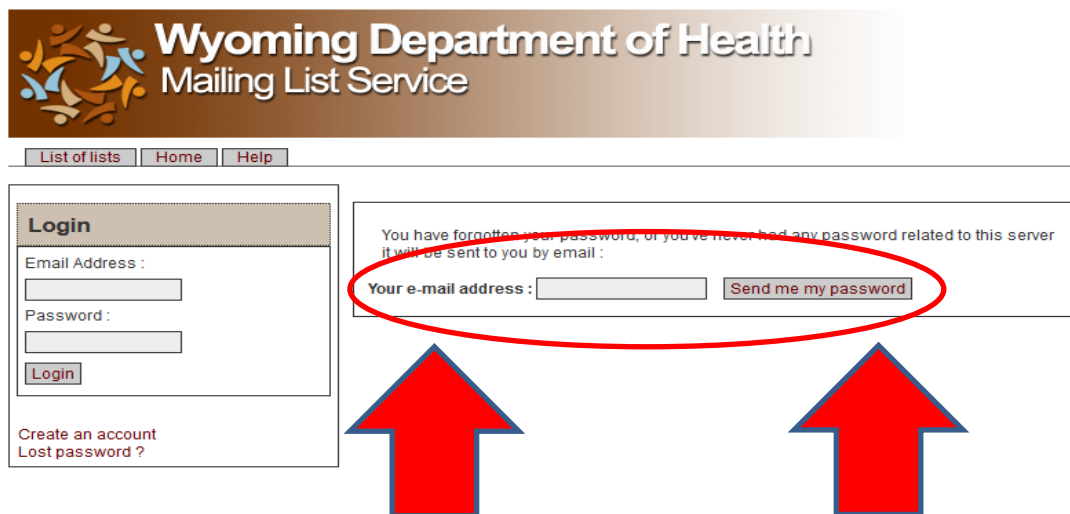
**If you need assistance, please call/email the OEMS or click the "help" tab and access topics or "FAQs" at <https://lists.health.wyo.gov> .**

# Instructions for Trauma Listserv Archives and More

Go to <https://lists.health.wyo.gov>



In the login box click on “Create an account” ->a box will come up that looks like:



Put in your email address (the one you currently receive trauma listserv on) and click “send me my password”

**A box will come up that looks like:**

**Wyoming Department of Health**  
Mailing List Service

List of lists Home Help

**Login**

Email Address :  
kelli.perrotti@gmail.  
Password :  
Login

Create an account  
Lost password ?

Your password has been sent to your email address kelli.perrotti@gmail.com.  
Please check your e-mail box to provide your password below.  
You need to login to access your custom WWWSympa environment or to perform a privileged operation

Email Address : kelli.perrotti@gmail.cc Password :  
Login

You have forgotten your password, or you've never had any password related to this server  
it will be sent to you by email :

Your e-mail address : kelli.perrotti@gmail.cc Send me my password

**Next, please check your email for a password sent from SYMPA.**

**Please put that exact password into the box that says:  
“password” then click “Login”**

**A new screen will appear that looks like: (next page)**

kelli.perrotti@gmail.com

Logout

Your preferences

Your Lists

ems\_directors  
EMS Directors

To choose your password go to 'preferences', from the upper menu.

Welcome to the Wyoming Department of Health mailing list management service. Here you can subscribe to and unsubscribe from lists, ma

If this is your first time please click on [Create an account](#) located at the bottom of the Login menu on the left side of the screen or click [here](#).

Help is available by using the [Sympa Help](#) link in main navigation bar.

Please report any problems or questions to the [IT Servicedesk](#).

Mailing li

- [Wyoming Department of Health](#)
  - [CPHD](#)
  - [Wyoming Trauma Program](#)
  - [EMS Directors](#)
  - [Office of Rural Health](#)
  - [THR System Announcements](#)
- [Test](#)
- [Others](#)

Search lists

Click on trauma under "Your Lists".

You are almost there!

New Screen Looks like: (next page)

List of lists Home Help

kelli.perrotti@gmail.com  
Subscriber  
Logout

**Your preferences**

Subscribers: 106  
Owners  
kelli.perrotti  
rick.joslin  
Moderators  
kelli.perrotti  
Contact owners

**Subscriber Options**  
Unsubscribe  
Info  
Archive  
Post  
RSS  
Shared documents

EMS Directors

From here, feel free to click on any of the red areas.

- If you want to change your password, click on “Your preferences” --> “Changing Passwords” and follow the directions.
- If you want to look at past posts in the archive, click “Archive” and you will see a year followed by boxes numbered 1-12 (months). Click on the month and you will have a list of all emails to the Trauma Listserv that month. It will default to the current month. Click on any of the threads to read. Please note that the list is new and there may not be any archives at this time.
- If you want to post from this site instead of your email, click on “Post” and follow the directions. If you would rather just send and receive emails, remember to send you emails to [trauma@lists.health.wyo.gov](mailto:trauma@lists.health.wyo.gov)
- Please remember to always post replies to that address or it will just go back to the original poster and the list members will not get to hear your words of wisdom.