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*Association of Professional Biology*

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# APB Electronic Forums Use Policy

Bioserve Technical Support

Updated September 2019

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## APB ELECTRONIC FORUMS (BIOSERVE) USE POLICY

This Electronic Forums Use Policy is approved by the Board of Directors and is to be read in context with all APB policies, in particular, the APB Privacy Policy. The APB is not responsible for any information posted by individuals and does not necessarily condone, agree, or warranty any such information or opinion.

APB Electronic Forums are provided to members of the APB as a service through Bioserve. They will involve debate and information exchange on topics related to the APB and the practice of professional biology unless otherwise stated. Expect over 500 individuals to appreciate any information or perspectives that you bring to their electronic doorstep.

*“This is a privilege in as much as it is a service in that it provides a means for direct communications to peers within the profession.”*

### 1. Bioserve is a private listserv.

Bioserve is funded by member dollars and you must be a member of the APB to subscribe.

The information exchanged or provided on APB Electronic Forums is for a restricted audience of professionals (made up of subscribed APB members) and are in no way intended to be a public forum. BioServe-styled postings and any other APB documents accessed through member-only level of access cannot be distributed without express written permission of the APB.

APB members are not permitted to allow others (member or not) to use their login information to access information or participate in electronic forums.

Emails from non-members are blocked by the system to prevent spam.

### 2. Forums will not be moderated unless explicitly noted for a particular forum.

Non-moderated forums are a unique opportunity amongst a peer group to exchange ideas relevant to the APB and the practice of professional biology.

The APB may unsubscribe any member from an electronic forum if it believes that member will not maintain the intent of efficient, professional information and opinion exchange on APB Electronic Forums.

The APB reserves the right to change or close any electronic forum at any time.

### 3. Content and Ethics

In general, if you would be comfortable knocking on someone’s office door to share some information, and its topic relates to that particular forum, it is likely that posting that information or comment is appropriate.

- Diversity and Nature of Content

Please remember that members are busy and deserve to expect only useful and pertinent information originating from APB forums. However, expect that some postings that you may find impractical are valued by other members.

- Job Postings on Bioserve

To avoid direct competition with the APB Job Board, please refrain from using Bioserve as a job posting tool.

You are welcome to announce employment opportunities on Bioserve as long as they have been posted on the APB Job Board. Please make sure you provide a link and refer to the APB job Board in your announcement.

- Promotional Material

Members of the APB are encouraged to promote their services and company through the Association's website. The section on "*Experts, Companies and Agencies*" from the APB's home page was created specifically for this purpose. Members can also advertise their services via the "*Hire a Biologist*" search engine. This search tool is accessible to the public and frequently used by people who are looking to hire a biologist.

- Appropriateness of Content

If there is uncertainty about the appropriateness of the materials you want to share on Bioserve, you may ask the APB office to review prior to posting. Please send your request to the APB Office and Board of Directors ([info@professionalbiology.com](mailto:info@professionalbiology.com)).

Questions or concerns about information or behaviour on APB Electronic Forums are to FIRST be sent to the APB Office, where it will be reviewed with the appropriate Directors ([info@professionalbiology.com](mailto:info@professionalbiology.com)).

## TECHNICAL SUPPORT

APB office      email: [info@professionalbiology.com](mailto:info@professionalbiology.com)      tel: 250-483-4283.

### How do I post on Bioserve?

Please send your message (with or without attachments) as an email to [bioserve@ml.islandnet.com](mailto:bioserve@ml.islandnet.com).

### What Messages to BioServe will require approval?

- All messages with attachments will require approval because there is a 40 KB limit on the size of message.
- Messages sent from a non-subscribed email address. You may receive an automated note that says you are not a member (when you actually are a member). The most likely cause is if you are sending the posting from a different email address than the one listed in our database. Your APB profile is linked to an email address which is also used for your subscription to Bioserve.
- If you cc the post to a long list of recipients the message may require approval.

### Why did it take so long for my posting to reach my email inbox?

Even when your message doesn't require approval, the larger the attachment/post, the longer the delay in reaching members' email inboxes.

### How do I reply to a message from BioServe?

- If you hit "reply" the message will be sent to the APB Office only.
- If you hit "reply all", it will be sent to everyone on BioServe listserv.
- If you wish to *reply to the sender only*, you must send your reply to the sender's email address.

### Go to <http://ml.islandnet.com/mailman/listinfo/bioserve>:

- To **subscribe** to Bioserve (you must be a member of the APB)
- To access **Bioserve Archives**
- To set **Digest Mode** in your Bioserve settings to receive all the BioServe messages as a "daily digest" instead of several individual emails.
- To **interrupt mail delivery** temporarily in Bioserve settings
- To **change the email address** you use to subscribe to Bioserve
- To **unsubscribe** from Bioserve

*See instructions page 4 - 10.*

## Subscribe to Bioserve

<http://ml.islandnet.com/mailman/listinfo/bioserve>

Only active members of the APB can subscribe to Bioserve. Your request to subscribe to Bioserve will be sent to the APB Office for approval.

### Bioserve -- Association of Professional Biology

#### About Bioserve

Email discussion forum for members in good standing of the Association of professional Biology

To see the collection of prior postings to the list, visit the [Bioserve Archives](#). *(The current archive is only available to the list members.)*

#### Using Bioserve

To post a message to all the list members, send email to [bioserve@ml.islandnet.com](mailto:bioserve@ml.islandnet.com).

You can subscribe to the list, or change your existing subscription, in the sections below.

#### Subscribing to Bioserve

Subscribe to Bioserve by filling out the following form. This is a closed list, which means your subscription will be held for approval. You will be notified of the list moderator's decision by the list administrator.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you e

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages?

English (USA)

Would you like to receive list mail batched in a daily digest?

No  Yes

Subscribe

## Get a password to access Bioserve Archives and Settings

<http://ml.islandnet.com/mailman/listinfo/bioserve>

Bioserve is independent from the APB website. You must request a password reminder to access Bioserve settings for the first time.

### 1.

#### Bioserve Subscribers

*(The subscribers list is only available to the list administrator.)*

Enter your admin address and password to visit the subscribers list:

Admin address:  Password:

To unsubscribe from Bioserve, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

### 2.

#### Password reminder

By clicking on the *Remind* button, your password will be emailed to you.

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Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages?

English (USA)

Would you like to receive list mail batched in a daily digest?

No  Yes

Subscribe

## Change your Bioserve Settings

(<http://ml.islandnet.com/mailman/listinfo/bioserve>)

### 1. Click on 'Edit Options'

#### Bioserve Subscribers

*(The subscribers list is only available to the list administrator.)*

Enter your admin address and password to visit the subscribers list:

Admin address:  Password:

To unsubscribe from Bioserve, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address



### 2. Login

#### Bioserve list: member options login page

In order to change your membership option, you must first log in by giving your email address and membership password in the section below. If you don't remember your membership password, you can have it emailed from this list, click on the *Unsubscribe* button and a confirmation message will be sent to you.

**important:** From this point on, you must have cookies enabled in your browser, otherwise none of your changes will take effect.

Email address:

Password:



### 3. Change Settings

#### Set Digest Mode

to receive all the BioServe messages as a “daily digest” instead of several individual emails.

##### Set Digest Mode

If you turn digest mode on, you'll get posts bundled together (usually one per day but possibly more on busy lists), instead of singly when they're sent. If digest mode is changed from on to off, you may receive one last digest.

Off  
 On

#### Set Mail Delivery

to Interrupt mail delivery temporarily.

##### Mail delivery

Set this option to *Enabled* to receive messages posted to this mailing list. Set it to *Disabled* if you want to stay subscribed, but don't want mail delivered to you for a while (e.g. you're going on vacation). If you disable mail delivery, don't forget to re-enable it when you come back; it will not be automatically re-enabled.

Enabled  
 Disabled  
 Set globally

Other settings are also available. See menu under ‘Edit Options’.

## Change email address/Change password/ Unsubscribe

(<http://ml.islandnet.com/mailman/listinfo/bioserve>)

### 1. Click on 'Edit Options'

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(The subscribers list is only available to the list administrator.)

Enter your admin address and password to visit the subscribers list:

Admin address:  Password:

To unsubscribe from Bioserve, get a password reminder, or change your subscription options enter your subscription email address:

If you leave the field blank, you will be prompted for your email address

### 2. Select appropriate field

#### Bioserve mailing list membership configuration for ihloutre at gmail.com, Houde

ihloutre at gmail.com, Houde's subscription status, password, and options for the Bioserve mailing list.

#### Changing your Bioserve membership information

You can change the address that you are subscribed to the mailing list with by entering the new address in the fields below. Note that a confirmation email will be sent to the new address, and the change must be confirmed before it is processed.

Confirmations time out after about 3 days.

You can also optionally set or change your real name (i.e. *John Smith*).

If you want to make the membership changes for all the lists that you are subscribed to at ml.islandnet.com, turn on the *Change globally* check box.

New address:   
Again to confirm:

Your name (optional):

Change globally

#### Unsubscribing from Bioserve

Turn on the confirmation checkbox and hit this button to unsubscribe from this mailing list. **Warning:** This action will be taken immediately!

Yes, I really want to unsubscribe

#### Your other ml.islandnet.com subscriptions

You can view a list of all the other mailing lists at ml.islandnet.com for which you are a member. Use this if you want to make the same membership option changes to this other subscriptions.

#### Your Bioserve Password

##### Forgotten Your Password?

Click this button to have your password emailed to your membership address.

##### Change Your Password

New password:   
Again to confirm: