

FAEMSE - List serve guidelines and etiquette

The FAEMSE list serve is hosted by Google groups and is a monitored list serve. This means that each email is review by one of three designated people from the Association to prevent spam from invading our list serve.

Please send your message to the list only once, it will be posted after it is reviewed and approved.

Stay on topic or start a new one.

To start a new thread (topic or conversation) send email to: faemse@googlegroups.com with a new subject line. Please do not just respond to a current thread and start a different conversation as this creates confusion for other readers. Adding the above email address to your contact list will help.

There are 3 types of activity subscriptions:

- **Abridged Email:** provides one **summary** email of new activity per day.
- **Digest Email:** provides up to 25 full new messages in a single email.
- **All Email:** send each message as it arrives.

If you wish to change your subscription, send mail to djgriffin1@cox.net or louis.mallory@faemse.org .

Vacation auto reply: Please disable your vacation/out of office auto reply function for the list serve address. This creates an endless repeat of the message to the list serve and fills all of our inboxes with the same message.

Emails can't be retracted once posted. The "recall this message" feature from Microsoft Outlook and other emails clients will not work on this list serve.

Personal replies should be directed to specific individuals rather than to the entire list.

Remember to cut and paste the sender's e-mail address when replying rather than simply hitting the "**Reply**" button which sends the response to the entire list. Below are some examples of replies sent to an entire list, which would have been more appropriate sent directly to the individual whose message prompted the reply.

- "Thanks."
- "Congratulations"
- "Yes." or "No", "I agree"
- "I would like more information. Could you e-mail me directly?" I would also."
(Sent as response to whether additional info was desired)
- "Thanks, this will be very helpful. Sorry for the delay in replying."
- "Welcome!" (Response to introducing a new member.)

How to extract an individual's address from a post to reply privately:

This is how a post from me shows up in your inbox:

faemseboard@googlegroups.com; on behalf of; Daniel Griffin <djgriffin1@cox.net>

Just highlight and copy the email address at the between the < > marks and you can add it to your address list or just paste into a new email.

Currently, our list serve has 325 subscribers, including those from other states.

New Change to the FAEMSE list serve

The Board of Directors decided to ban advertising on the list serve.

However, the Board does reserve the right to announce any training/event that is in the best interest of the organization and/or the foundation.