

## LISTSERV PROTOCOL

Thank you for being part of OAMR's listserv. To ensure the best possible experience for all members we have established the following guidelines. By joining and using the listserv you agree that you have read and will follow these guidelines. You also agree to reserve list discussions for topics best suited to the medium and to the audience. This is a great way to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation on topics relevant to the field.

- Do not send messages to the listserv that are more appropriately sent directly to an individual.
- Do not use the listserv to thank someone for sending you information or for “me too” or “not me” messages. Ask yourself, “**Will my post add to the knowledge base of the other members of the listserv?**” If it will not, then respond directly to the person who has asked the question. Do this by using your email application's forwarding option and typing in or cutting and pasting the email address of the individual to whom you want to respond. Individual email addresses can be found on the [membership spreadsheet](#) of the OAMR website.
- Only send a message to the entire list when it contains information from which everyone may benefit.
- Always use the subject line to identify the substance or purpose of the message.
- Remember to put your name, email address and contact information in all of your messages in case someone wants to contact you personally instead of posting a public response.
- If your email address starts to send back error messages, your address may be deleted from the list. If this happens, simply re-subscribe.
- When sending messages relaying information that warrants congratulatory responses, the message should include the email address of the person who would receive the congratulations. For example: “Please feel free to send Sue congratulations at [sue@city.org](mailto:sue@city.org).”
- Be sure to pay your annual dues. Only dues-paying members are allowed to use the OAMR listserv.

## CONCLUSION: PRACTICAL ADVICE

If you wish to free up your regular inbox for work email and check OAMR emails as time allows, you can create a new folder in your Inbox (OAMR Emails), then make a rule in your inbox directing all the emails with OAMR in the “from” line to that specific folder. This frees up your regular inbox for work email and you can check the OAMR emails when you have a chance.