

Essential Rules & Tools for CT_Food_System_Leader-L Listserv

I. Essential Rules

To ensure the best possible experience for all group members, some basic guidelines for participation have been established. All new members are moderated. Please save this for future reference.

By participating in the CT_Food_System_Leader-L listserv, you agree to the following: You agree not to post material which is abusive, offensive, defamatory, or illegal. The discussions on the lists are meant to stimulate conversation not to create contention. You agree to share at your own risk. There is no way we can ensure confidential material to remain on the list. E-mail list participants have the right to reproduce postings to the email listservs.

Rules:

- CONTENT MUST RELATE TO CONNECTICUT FOOD SYSTEMS
- NO Ads, fundraising, or solicitations
- NO lobbying, direct calls to action, or political campaign messages
- MUST include your full name and the name of your organization

Etiquette:

- Include a clear, informative subject line.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Avoid sending messages with limited substance, such as “I agree!” or “thanks for the information” to the entire list. Send these messages to the individual by typing in or cutting and pasting in the e-mail address.
- Do not send administrative messages, such as remove me from the list, through the email listservs. Instead, use the Web interface to change your settings or to remove yourself from a list.
- Extend the same professional courtesies in your electronic communication as you would in non-electronic exchanges.

II. Essential Tools

1) TO SEND A MESSAGE TO EVERYONE ON THE LIST:

Create a piece of mail to CT_FOOD_SYSTEM_LEADER-L@LISTSERV.UCONN.EDU

Note: You can only post to the listserv from the email address used to subscribe to the listserv. In other words, if your subscribed address is jane@uconn.edu and you are attempting to send from a different e-mail account it will NOT work.

2) TO SUBSCRIBE OR UNSUBSCRIBE

Create a piece of mail to Listserv@listserv.uconn.edu

Do NOT include header information (e.g. Subject:, Cc: etc.).

In the body of the email, include the command (below)

SUB CT_Food_System_Leader-L Firstname Lastname (to subscribe)

Example: SUB CT_Food_System_Leader-L Jane Frank

UNSUB CT_Food_System_Leader-L (to unsubscribe)

3) TO TURN ON/OFF DIGEST FORMAT:

Create a piece of mail to Listserv@listserv.uconn.edu

Do not include header information (e.g. Subject:, Cc: etc.)

In the body of the email, include the following commands:

SET CT_FOOD_SYSTEM_LEADER-L DIGEST (turns Digest on)

SET CT_FOOD_SYSTEM_LEADER-L MAIL (turns Digest off)

4) TO MAKE A SUGGESTION OR COMPLAINT ABOUT THE LIST, REQUEST HELP OF MODERATORS send an email to both of the list moderators at: jiff.martin@uconn.edu and dcrayco@endhungerct.org