

Some General eList Etiquette Tips:

While no tip is 'absolute'; if you are on e-mail lists, some helpful guidelines:

1. **USE CARE** when replying to an e-list message, use care hitting the e-mail "reply" vs. "reply to all" button. After you hit a reply button **LOOK AT THE ADDRESS BOX BEFORE YOU HIT SEND** to confirm you're sending it as intended. A message intended for ONE person should be addressed to the individual's e-mail address. **Avoid your personal message being sent to every member on the list**, potentially embarrassing yourself or simply cloggin up recipients' eMailboxes. SASA e-lists are programmed so that:

"REPLY" button: sends your reply message **ONLY TO THE INITIAL SENDER**. Intended if you're sending a message to another SASA member that is **NOT** appropriate for all members to receive.

"REPLY TO ALL" button: sends your reply message to the **LIST ADDRESS** (all subscribers will receive your reply message). Once it is sent you **canNOT** un-send a message sent to a list address.

EXAMPLES of messages you should NOT send to the list address: "Send me a copy of that document too", "Good to see you last week"; "Thank You", "Good Job", "Good Luck on your project", "How is your spouse doing", " I am interested in this job/vacancy", etc... **The other hundred list members don't need it. Such messages should be addressed ONLY to the original sender's e-address, NOT the list address.**

2. **Include your name at the end** of a message; unless you already have an auto-signature programmed for all your outgoing messages so it's clear who actually sent the message.

3. **Use an appropriate message "SUBJECT"** Recipients are often on many e-lists and scroll their mailbox message "Subjects" to decide whether to delete it (unread), spam it, or read it. If your message has a vague SUBJECT or is blank, change it to something more appropriate - **it does help you get more effective replies.**

4. **Keep messages as brief** as possible and don't send junk e-mail. A bit of humor now & then can be appropriate, but don't use the list to distribute your favorite jokes of the day... not everyone has the same sense of humor. Use good professional judgment; refrain from profanity or offensive words.

5. **Surveys**: Informal 'surveys' or questions are perfectly acceptable to keep in an 'e-discussion' forum (using "reply to all"). However, the more detailed your survey gets, consider issuing instructions for sending responses/replies **ONLY** to the **SENDER** (you), not the list address. The initiator of a survey should summarize responses and after a reasonable reply period, then issue a "Response Summary" to the list address.