December 1, 2012

This document describes how to use the Governors Village community's listserv, moderated by Ed Hutton.

From: <Governors_Park@yahoogroups.com>

Subject: [Governors_POA: 449 Neighbors] File - Email List Primer

Date: December 1, 2012 11:16:11 PM EST
To: <Governors_Park@yahoogroups.com>
Reply-To: <Governors_Park@yahoogroups.com>

Neighbors,

If you want to know how to use the list, here is 'how to' do most of the common tasks:

- Get on the list? Govenors Park-subscribe@yahoogroups.com -

Easy! Just send an email to Governors_Park-subscribe address and include your name, address, and phone number in the message. This information ensures no spammers get on the list.

Subscribe: Governors Park-subscribe@yahoogroups.com

Remember to include your name, address, and phone number. An email is not enough, we regularly receive subscription requests which are clearly spam. An address like BillBadDog@Ruff.com doesn't indicate you are a neighbor. Jane324@someisp.com doesn't work either. Even EdHutton@newisp.com isn't perfect because spammers fish for real names. So please include your contact information so we continue to keep the list spam free.

- Get off the list? Governors Park-unsubscribe@yahoogroups.com -

Easier! Email to this address will do it. A note about why would be appreciated. We try to improve the list. Your input is valuable.

Unsubscribe: Governors Park-unsubscribe@yahoogroups.com

- Post a message to the neighborhood: Governors Park@yahoogroups.com -

Sending email to the address above, or just replying to this very email you are reading now -- will send your email to everyone in the neighborhood. Why? Because this email goes out with the 'reply to' variable set to the Governors_Park@yahoogroups.com email address. And that address sends your email to everyone.

When you reply to a message, the previous message is included with your posting. It is considered polite to delete those portions of the previous message not relevant to your current reply. If you're worried about mangling the original poster's message, you might consider deleting all of it and paraphrasing the point you are replying to.

Easy so far, I hope. Remember if you hit reply for this message it is going to everyone. This is a little tricky. Some email programs will show the sender's email address, but STILL respond to everyone in the neighborhood when you hit reply. So you might see e.hutton@att.net as the person sending this, but when you hit reply it will go to everyone. Confused? So how do you send to the list owner only?

- Send only to the List owner: Governors Park-owner@yahoogroups.com -

Notice the '-owner' on the end of Governors_Park above? Sending an email to this address, will send an email directly to my personal email and no one else. You would have to type that in manually though. Remember if you hit 'reply' it goes to the whole list. Of course you could just email directly to e.hutton@att.net and I'll get it that way too.

So why this level of indirection with the List owner email address? Well if I was to move, someone else could become the list owner. Or I could change my email provider and the people on the list wouldn't need to update their address books. Don't worry about it too much. If you want to email me, an email to e.hutton@att.net will work just great. I'll be happy to help. So is there anything else? Well sure, but we'll just look at one more idea: the web interface.

- web interface: http://groups.yahoo.com/group/Governors Park -

You see Governors_Park is a lot more than just an email list. You can get an Yahoo ID and do everything over the web (no email at all)! The web interface has a lot more features than email. Features like: Chat, file sharing, photos, a database, community calendar, etc. Try it out, you might like it better than email. We already have more than half of the Governors_Park users using the web application.

I hope this 'howto' helps! Email directly to <u>e.hutton@att.net</u> if you have any questions.

Best regards,

Ed Hutton

If you 'Reply' or 'Reply All', to this email, your response will be sent to approximately 449 of your neighbors. If you look at the email 'From' address in this message: Governors_Park@Yahoo.com you will see why a 'Reply' or 'Reply All' is sending your message to the entire community.

Looking carefully at the 'From' line you will see something like this:
Governors Park@Yahoo.com on behalf of John Doe [JohnDoe@somewhere.com]. You

need to select JohnDoe@somewhere.com and paste this address only into another message if you want to only reply to John Doe. Some email tools let you select John Doe and right click to send John Doe a message. Your email tool may also let you hit 'foward' and then paste in John Doe's email address. In any event, please note if you just hit 'reply' or 'reply all' then your reply goes to 336 neighbors.

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