FGFOA List Serve Etiquette

1. When posting a question, use a specific and concise topic for the subject line and do not change the subject line when posting a response.

2. Include only relevant information in the body of the message. Remove any headers or footers.

3. Post a question/response to the List Serve only if everyone will benefit. Otherwise, use your e-mail program to send messages to interested parties.

4. Carefully proofread posts prior to posting. Check English, spelling, and grammar. No offensive material or ranting.

5. Do not reply with "thank you" or non-substantial responses. Send those directly to individuals and not the entire List Serve.

6. Do not send administrative e-mails, such as "remove me from the list," to the List Serve. Rather, go to http://listserv.fgfoa.org/ and click on LISTSERV web list management interface

WARNING: Files sent via List Serves are not screened by anti-virus software. For your protection, you should not open attachments from users you do not know that you can trust. In addition, your computer should have anti-virus software to detect any Internet-borne viruses or malicious code.

Also see:
>   List Serve Information
>   List Serve Policies
>   List Serve Tips

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