

## [SGUC@lists.ncmail.net](mailto:SGUC@lists.ncmail.net)

### Tips for participating in the State Government GIS Users Committee Listserv

- Save the first “Welcome to the SGUC Mailing List” message. It has important information on how to unsubscribe, change settings, etc.
- Every SGUC Listserv message reaches about 200 state employees. Make the subject heading for your message clear and focused. Think about the most succinct way to present your message. Be considerate of people's time.
- “Reply” goes to the entire Listserv. If you want to respond to the sender only, use the “Forward” email function and address your message to that person. This is called replying “off-list” and it is a good thing to do, most of the time.
- If your response could be useful to everyone, then “Reply” to the entire Listserv. This encourages dialog about a topic of interest. If a discussion thread goes on for awhile, delete all but the last relevant message when you “Reply.” This shortens the email and makes it easier to read.
- Use the “Welcome” email to set-up your preferences for receiving Listserv messages: Delivered as they are posted; or in a Digest mode that is delivered to you once a day. You can also stop Listserv emails for extended absences. This avoids the entire Listserv receiving your “out of the office” auto response.
- Don't use all upper case when writing; it is considered to be shouting. If a controversial topic is discussed, some people will have strong opinions. Do not insult people in an email post. If you have a conflict, settle it with a private email message to that individual.
- Make sure the subject line matches your message. Don't “Reply” to an earlier message when you want to change the subject. Begin a new message with a new subject line and post it to [SGUC@lists.ncmail.net](mailto:SGUC@lists.ncmail.net)
- Questions to the Listserv are welcome. Many people are new to the Listserv or to GIS and are not as knowledgeable as you. If you think it would be helpful, “Forward” them a private message and make suggestions.
- Be careful with attachments. Depending on email readers and Listserv settings your document can translate into binary gibberish at the end. of the email message. If you have something to share, put it on your website and provide a url to it in your email to the Listserv.