

Forrest Hills Neighborhood Association Email Discussion Lists

FHNA Mailing Lists

In case you are new to the neighborhood or are just leaping into oncoming traffic on the information superhighway, FHNA has emailing lists to help disperse neighborhood news. You must subscribe to these lists yourself.

The Formal, or private, list is used for security updates, meeting notices, special events of interest to the neighborhood, missing animals, and other emergency issues only. All residents of Forrest Hills can join this list. The ability to post messages to this list is restricted to our security coordinator.

This list is not always monitored by board members. If you have specific questions about official matters, such as events, finance, security, or volunteering, send an email to board@fhna.net to ensure a prompt reply to your concern.

The Informal, or discussion, list includes the same messages as the private list in addition to other neighborhood news. This FHNA intranet can include range from recommendations for home improvements to the sale of personal items to general discussion. Recommendations are acceptable, but commercial use of this list is not permitted. Please remember we have commercial and neighborhood advertising available in this newsletter.

Using the Formal List

- **To Subscribe** to this list, send an email to subscribe@fhna.net . Include your name, address and a phone number. Your request will be verified, and you will be added to the list.
- **To Unsubscribe** your name from the list, send a message to imailsrv@fhna.net , with the following line in the body of the message:

unsubscribe fhna-private

You must send the unsubscribe request from the address you want removed. You will receive an email back confirming that you've been unsubscribed.
- **To Send a Message:** only the FHNA Security Coordinator or Board officers can send messages to this list. If you have a security emergency, please call the FHNA Security voicemail line @ **678-829-0659** or email security@fhna.net. Please remember to call **911** first.

Using the Informal List

- **To Subscribe** to the list, send an email to subscribe-disc@fhna.net . Include your name, address and a phone number. Your request will be verified, and you will be added to the list.
- **To Unsubscribe** your name from the list, send a message to imailsrv@fhna.net, with the following line in the body of the message:

unsubscribe fhna-discussion

You must send the unsubscribe request from the address that you want removed. You will receive an email back confirming that you've been unsubscribed
- **To Send a Message** to the informal list, simply address your email to fhna-discussion@fhna.net, or Reply to a message you've received.

To help prevent unwanted messages from outside sources (junk mail!!!), you may only send messages to the list if you are a subscriber. See “Rules of Use” below for more info.

Please be careful when you are responding to a message. The “Reply” address is fhna-discussion@fhna.net – your message will be sent to everyone on the list. If you want to reply to the person who sent the original email only, that address should be located at the top of the email as the “message sent on behalf of”.

If you have any problems using either list, or have any questions, please send your message in the form of an email to support@fhna.net.

Rules for Discussion (or informal) Group Use

The list is not officially moderated - that means no one is reviewing every email before it is sent to the list. The FHNA board wants to keep the list as clean as possible for everybody to enjoy. We don't want everyone to unsubscribe because of a few individuals here and there.

Please do not post questions about specific official matters that require an answer from a board member. Board members do not necessarily monitor this list, and no one may get back to you. To make sure you get a reply, send an email to board@fhna.net.

Because no one wants to police or be policed, please observe the listserv rules that follow. These are standard rules for listservs and are mostly common sense. If you feel someone is abusing the list, please notify a board member or send an email to support@fhna.net. In cases where the board is notified of abuse, it will serve as moderator and decide how to handle each situation.

- You may not harass, abuse or threaten other list members, individuals, or groups.
- You must be courteous to other list members. You may disagree with them, but you should continue disagreements off-line. DO NOT resort to personal insults.
- Avoid sending large files such as jpeg or photograph files. Use URL's or links as necessary rather than sending files directly.
- If you are sending a reply to a message or posting, do not include the entire original message. Simply reference it with a brief summary or a VERY short portion of the original message.
- You may not post content that is obscene, otherwise objectionable, or in violation of state or federal law.
- No advertising or commercial use is permitted.
- Do not forward copyrighted material unless you have permission to do so.
- Look for unsubscription directions when you subscribe. The directions are also located at the end of each discussion group email. Don't expect the publisher or moderator to get you off the list. You can remove yourself (see directions above).
- Be sure to save your welcome message along with rules and unsubscription information.
- Follow the rules at all times. If you're not sure whether your post will violate the rules, consult the moderator BEFORE you send it. Send questions to support@fhna.net.
- Try to keep posts to the list brief. If your post doesn't add value or is not pertinent to many, don't send it. Keep personal messages personal.
- Use common sense and courtesy.