



## Stay Connected to Adult Education in Maine!

Join the *Adult Education Electronic List* to be kept abreast of important news and discussions related to adult education in Maine.

To subscribe, go to: [http://mailman.informe.org/mailman/listinfo/adult\\_education](http://mailman.informe.org/mailman/listinfo/adult_education) and follow the instructions. Remember, once you complete and submit the registration, you **MUST** reply to the message you receive to finalize the subscription process.

To post a message to the list – send email to: **adult\_education@lists.maine.gov**.

This electronic list is primarily for adult education staff in Maine, however, anyone interested in adult education is welcome to join. Please spread the word!

NOTE: All e-list etiquette applies:

### **10 Rules of Etiquette for mailing lists:**

1. Junk mail happens. From time to time, you'll receive email messages that you neither requested nor asked for. Sometimes they may even be offensive to you. Consider how you receive junk mail and phone calls from solicitors. Remember, you always have the ability to hang up, recycle, or delete these messages.
2. There's nothing more wonderful on a keyboard than a delete key. Suppose you log into your email account one day and see an advertisement for free Harry Potter books. You might look at it. It might be of interest to you. Did you ask for this email? Probably not. Are you glad you got it? Considering the current craze, perhaps yes. Another scenario is receiving an email for exotic products. Did you ask for this email - you get the idea. When you read the subject line, consider this caller ID. You can see who it is, decide for yourself if the message is worth reading, and either read or delete. It's that simple. Just delete it.
3. Be kind to your neighbors. We all make mistakes. Casting the first stone can lead you down a very rocky road. Sometimes we goof and we do it very publicly. If someone errs on the mailing list please be gentle and let them know OFF the list that this happened by responding to them privately. Remember, they probably didn't receive a copy of their own message so they may not know it happened.
4. Don't send meaningless messages to the entire list. Examples: "I agree," "yes", "why am I getting these messages?" But if you should receive one of these emails, see point number 2.
5. Avoid flaming individuals on the mailing list. If you have a conflict with an individual, settle it by private email messages, on the phone, or in person.

6. Don't be critical of people's queries posted to the list. Many people are new to the electronic world. Send them a private message and gently help them find their way. We're here to learn from one another and no one enjoys being disciplined in front of their peers.

7. Be careful about using humor in your postings. Sarcasm is rarely understood when typed in a message. Many times, a sense of humor relies upon facial expression. Email doesn't provide nuance - only text.

8. Signing off the list can only be accomplished by sending a command to the list server. If the content and traffic of the mailing list is no longer helpful to your needs, refer back to the email you received when you first signed onto the list or the following web page [for instructions on how to sign off the list](#). Sending a note to the entire list requesting to be removed will not unsubscribe you.

9. Be careful to study the header when you respond to a mailing list message. Check and check again to see who is identified in the to: field. It only takes a couple of seconds to proof-read your email and it can save you a world of embarrassment that can easily be avoided. There's no way to retrieve an email once it's been sent.

10. Avoid typing emails when you are angry or upset. You have more courage to type things you'd probably never say to a person face-to-face. It's one thing to regret what you say, but it is quite another to regret what you type. Your email will be archived for others to search, read, and to print out at [list archives](#).

11. If you would like your response to a particular message ONLY to go to the sender – then please DO NOT reply to the entire list.

Here's to happy and healthy communication among the field of adult education in Maine!