

E-List Instructions

Presented by LeadingAge Oregon



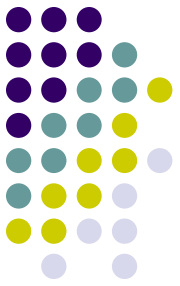


E-list Benefits

Our E-lists give staff at LeadingAge Oregon member organizations the ability to easily communicate with other members via e-mail.

Members can subscribe to any E-list through the “E-lists” tab under Member Tools/My Profile/My Features. Please note that you must log in to My Profile using your LeadingAge Oregon user name and password; if you don’t have a user name and password, please contact the LeadingAge Oregon office at 503.684.3788.

When you use an E-list, every person on the E-list will read your message. This free exchange of information and ideas among a wide number of people is one of the most important benefits of joining an E-list. However, it is also important to remember that dozens or hundreds of people will read your reply, so be sure to reply to the E-list only when your message would be of interest to the whole group.



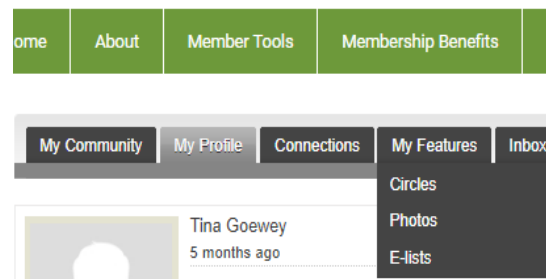
How to Subscribe to E-lists

Login to LeadingAge Oregon using your username and password

Go to “Member Tools” and select “My Profile”



Go to “My Features” and select “E-lists”



To subscribe to a specific list, click on the blank square next to the word “Off”, this will then change green and to “On” when successfully subscribed.

To unsubscribe, click on the blank square next to the word “On”, this will then change grey and to “Off” when successfully unsubscribed.

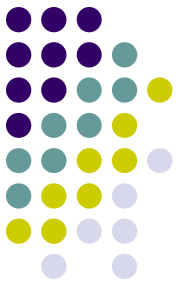
The screenshot shows the 'E-lists' management interface. At the top, there is a navigation bar with 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. Below this is a search bar labeled 'Search Directory'. The main content area is titled 'E-lists' and contains a table with columns for 'E-list Name', 'Subscribed', and 'Email Delivery'. The table lists several e-lists with their current subscription status.

E-list Name	Subscribed	Email Delivery
Activities/Wellness	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
Housing	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Dining Services	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Directors of Nursing/Nurses	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Environmental Services	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF

At the bottom of the page, there is a pagination control showing '5' items per page, 'Page 1 of 4', and buttons for 'First', 'Previous', 'Next', and 'Last'.

E-lists

Name	Address
Activities/Wellness	Activities_Wellness@lao.memberclicks.net
ALF/RCF	alf@lao.memberclicks.net
Dining Services	Dining@lao.memberclicks.net
Directors of Nursing/Nurses	nurses@lao.memberclicks.net
Environmental Services	Environmental@lao.memberclicks.net
Facility Services/Housekeeping	maintenance@lao.memberclicks.net
Finance	Finance@lao.memberclicks.net
Foundation/Fund-raising	foundation@lao.memberclicks.net
Home Care	homecare@lao.memberclicks.net
Housing	Housing@lao.memberclicks.net
Human Resources	hr@lao.memberclicks.net
Information Technology	it@lao.memberclicks.net
Life Plan Communities (CCRC)	Life_Plan_Communities@lao.memberclicks.net
Marketing	Marketing@lao.memberclicks.net
Memory Care	memory@lao.memberclicks.net
Nursing Facilities	nursing@lao.memberclicks.net
Resident Services and Social Services	resident@lao.memberclicks.net





Sending A Message

To send a message, you must use the address of the specific E-list. Simply enter that address into your email as the “To” message.

Name	Address
Activities/Wellness	Activities_Wellness@lao.memberclicks.net
ALF/RCF	alf@lao.memberclicks.net
Dining Services	Dining@lao.memberclicks.net



Add a subject and type your message. When done, hit “Send”



To...

Cc...

Subject

Hello,
I need some fun activities to plan indoors when the weather is too hot to go outside.

 **Tina Goewey** | **Administrative Coordinator and Bookkeeper** | **LeadingAge Oregon** |
P 503-684-3788 Ext. 305 |
www.leadingageoregon.org
TGoewey@leadingageoregon.org

E-list Etiquette



Please keep these guidelines in mind when using the Member E-lists:

Please include your name and organization when posting or replying to an E-list.

Messages sent to an E-list should pertain to that particular listserv

When you post a message or question to an E-list, it is sent to every member who has signed up for that E-list. Users should not send personal messages, or messages that don't pertain to the E-list.

Attachments should NOT be sent to E-lists

If you wish to share materials with an individual or group of members, be sure to get their e-mail addresses and send the attachments directly to them.

When replying to an E-list message, it is important that you direct your reply to the proper person or group of users you intend your response to go to.

- When you simply reply to an E-list message, the whole list will receive your reply. If the original message required you to reply to the list, or if you wish your comments to be seen by the entire list, then simply use the “reply” button.
- If you wish to reply to the originator of the message or any other particular individual, make note of the e-mail address of the sender and generate a new message to that user with your comments or reply.
- We all “goof” once in a while and sometimes we reply to the entire list by accident. When this happens, list members should not exacerbate the problem by replying with a public reprimand to the person who posted in error. List members who truly want to help new users reply properly should themselves address those messages privately to the individual who mis-posted in the first place.

When generating a reply, users should delete the original message, or just leave segments of the original message, which are being specifically replied to.