

Electronic Faculty Forum Information:

1. As faculty, you are **automatically subscribed** to this listserv. We need your input, your mind, and your ears.
2. Send email posts to eff@ccsf.edu from your GroupWise or CCSF gmail account.
3. Be mindful about Reply and Reply All when you post to the list.
4. This unmoderated listserv is open to all faculty members, but does not include administrators, students or the general public.
5. Remember your messages are not going to a private audience. Also, as with all email, recipients cannot be prevented from forwarding messages.
6. Since our majordomo listserv is unmoderated, it cannot be set to digest mode.
7. Our email must adhere to basic professional courtesies and mutual respect, and may not include personal attacks, libel, the use of obscenities, the making of threats, or other inappropriate postings.

Unsubscribe and Resubscribe Information

1. If you wish to unsubscribe and stop receiving messages, send an email message from your CCSF email account to **Majordomo@ccsf.edu**
 1. Your **message** should read: **unsubscribe EFF**
 2. Leave the subject heading **blank**.
 3. **Turn off** your automatic signature if you use one!
 4. You will get a **confirmation email** message.
 5. Reply carefully and correctly to confirm.
2. If you choose to resubscribe, send an email message from your CCSF email account to **Majordomo@ccsf.edu**
 1. Your **message** should read: **subscribe EFF**
 2. Leave the subject heading **blank**.
 3. **Turn off** your automatic signature if you use one!
 4. You will get a **confirmation email** message.
 5. Reply carefully and correctly to confirm.

Listserv Usage and Management Tips:

1. Be careful with Reply and Reply All.
2. For your email posts, be brief; never email ten words when five words will do the job.
3. Invite and promote discussion about any Academic Senate related topic.
4. Use descriptive subject lines and change them when you introduce new topics.
5. Summarize earlier emails with cut and paste as needed.
6. Read back through emails on a given topic before you post to the list. Avoid repetition or "Me too" posts to the list.
7. Cite references. For example, these steps have been summarized from San Jose State University: <http://www.sjsu.edu/healthscience/programs/undergraduate/listserv/>
8. In order to manage your GroupWise in-box, **you can make a rule** so that all EFF messages will be in one folder. Here is a link:
[**https://www.ccsf.edu/NEW/content/dam/Organizational_Assets/Department/TLC/gw8/web8/rules-sending-msgs-to-a-folder.pdf**](https://www.ccsf.edu/NEW/content/dam/Organizational_Assets/Department/TLC/gw8/web8/rules-sending-msgs-to-a-folder.pdf)
9. You may forward your GroupWise email to another account (e.g, yahoo, Comcast, hotmail, etc.), but you will need **to send posts from your CCSF account**.
10. CCSF Google email offers you larger email storage. Give it a try!