



ADHA Listserv Guidelines

The purpose of the ADHA listservs is to communicate events, news and items of interest to specific audiences—each of the 12 districts, ADHA interests such as CLL and House of Delegates, and topical areas such as education and government advocacy.

The listservs provide a quick means of disseminating information. While listservs do function as discussion boards, they are most effective when discussions are streamlined and relevant.

Subscribers should know that the listservs are not moderated and there is no means to review comments before they are posted. This is essential if information is going to be disseminated quickly. So users should exercise common sense and courtesy before posting.

Terms of Use

- The tone of the listserv should be friendly and professional. Please don't use defamatory, harassing or offensive language.
- To keep conversations focused on dental hygiene issues and association information, the listservs should not be used for commercial purposes, advertising, personal business or spam. This will also help keep the listservs from getting cluttered. This type of content would include announcements for surveys, products, services or events (which are not directly related to the association).
- Out of courtesy to other users, emails from one individual to another should only be shared with the list if there is prior written permission from the author of the email.
- In order to protect users who post appropriately, anyone who posts inappropriate material or violates these guidelines will be removed and blocked from the listservs. We want all users to enjoy the ease and accessibility of this useful communication tool.
- In the unlikely event that your email account is hacked and spam messages are distributed through the listserv, ADHA will take your account offline until your issue is resolved. We will restore your account once your email account is back online.

Best Practices

- Descriptive headings in your subject line will help users understand your message quickly and organize responses more easily. Summarize the message topic concisely.
- Include a signature tag in your response. Don't misrepresent yourself as someone else.

- If you ask questions, please request that individuals reply directly to you. You can then compile responses and post a summary to the listserv. That way everyone gets all the information but in a single listserv post.
- To keep conversations streamlined, it is best to carefully consider whether it is necessary to post an answer to the entire list. Responses like “Thank you” or “Sounds fun” are conversational but add to the number of emails without adding much to the conversation.
- Don’t forget that hitting Reply will send your message to everyone on the list. To respond to an individual, forward the email to the individual’s email address.

Subscribe/Unsubscribe

To subscribe to any listserv, [sign up at ADHA.org](http://www.adha.org/adha-listserv) [http://www.adha.org/adha-listserv]

If you want to unsubscribe to a listserv, don’t send the request to the entire list. Instead, send a blank email from the account that is subscribed to the listserv. Send the email to the following address:

leave-[name of listserv]@ lists.adha.net.

The subject line and the body of the email should be completely blank. Please erase any signatures that might be at the bottom of the email.

Example:

Judy signed up a year ago to receive email from ADHA’s HOD listserv

She signed up using judy@yahoo.com

To leave the HOD listserv, she would first sign into her yahoo account

From her yahoo account, she would create a piece of mail and address it to

leave-hod@lists.adha.net

She would leave the subject line blank

She would delete her signature in the body of the email so the body was completely blank

After she hits “Send,” ADHA will automatically delete her from the HOD listserv.