

Jonathan Yoesting

Subject: Use of Metro YMCA Distribution Lists

From: Jonathan Yoesting
Sent: Wednesday, April 30, 2014 10:40 AM
To: Jonathan Yoesting
Bcc: ENTIRE METROYMCA
Subject: Use of Metro YMCA Distribution Lists

All Staff:

As many of you have discovered we have a couple different distribution lists in our Global Directory (aka Association wide address book). Please adhere to the following guidelines when using one of these distribution groups.

- Don't use a distribution list unless you **have permission** from your supervisor or branch executive to do so.
- Have a **second set of eyes** look over your message before you send to catch typos, check for accuracy, ensure completeness, and to verify you are following the guidelines listed in this email.
- **Include a subject** in the subject line
- List the Distribution List **in the BCC field** only. (Do not put the address in the To: or CC: field as there are staff who will break etiquette and use the "reply all" option instead of the "reply to" option. You can put your own address in the To: field.
- **Do not include attachments.** The ENTIRE METROYMCA list has over 250 recipients. If you were to send a 1MB attachment 250 copies of that same attachment will end up in inboxes throughout or Association. This takes up unnecessary storage space on our mailserver. Instead use a hyperlink. Pointing users to a resource (file or folder) on the S: drive is a good practice when emailing in house.
- Use Outlook Calendar rather than Outlook Email if you are sending out an invite to a meeting or event.

If you need further explanation or a walkthrough on any of the guidelines above please don't hesitate to contact our helpdesk.

Jonathan Yoesting Helpdesk Manager

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The Y: We're for youth development, healthy living and social responsibility.