H2H Listserv Guidance

Background:

The Hudson to Housatonic Regional Conservation Partnership (H2H) listserv exists to provide an online partnership space that promotes connection and communication between H2H partners. Partners had asked for a way to more regularly communicate with one another between meetings and to find ways to more conveniently share news and resources, so we created this listserv The listserv also offers partners a platform for sharing and exchanging information, news, events, and resources. H2H Coordinator, Katie Blake uses the listerv to share partnership-wide news more regularly and easily with all partners.

How to Sign Up:

- [Click this link to sign up](#)
- You will receive an email from H2H Coordinator Katie Blake, who will send you some information about H2H so that you can learn more about the partnership and consider your involvement interest and ability.

Creating a Listserv Account, Unsubscribing and Questions:

- To create a listserv account, change email settings, and view the archived messages: Click on "My Settings" in the footer of any listserv group email, Create a password for your account, and Confirm your email address.
- To unsubscribe from the listserv: Option 1- From you Gaggle account homepage, click "unsubscribe" in your profile box in the center of your screen; Option 2. Click the "Unsubscribe" button on the bottom of any H2H listserv group email
- If you have any questions, contact listserv administrator Katie Blake at kblake@highstead.net

How to Send a Message:

- Option 1- Compose your email message (and if applicable include any attachments) and send the email to h2hlistserv@gaggle.email
- Option 2- From your Gaggle account homepage, click "compose" in your profile box in the center of your screen

Messages are moderated and are typically reviewed and posted within two hours.

Guidelines for Listserv Use:

- Be intentional about choosing if and how to email the listserv. Keep your emails short, on-topic, and polite.
- Include an email subject heading identifying the topic of the email.
- Only respond to the whole group when the message benefits the whole group, otherwise, respond to single individuals. If you want to respond to the whole group, select "Reply All" when you reply to the email.
- Rules for messages:
  - No lobbying, chain emails, petitions, jokes, or off-topic emails.
  - No solicitations for membership, donations, or fundraising.
  - No commercial advertising for services or products.
  - No "email-harvesting."
  - Do not challenge or attack others. All defamatory, abusive, profane, threatening, offensive or illegal materials or language are strictly prohibited.