

MCMS Listserv Instructions

Thank you for joining the Monroe County Medical Society Office Manager Listserv, please read instructions below on how to use this wonderful resource. Please contact Cynthia Ellsmore at cellsmore@mcms.org with questions.

A listserv is an automatic mailing list server, an electronic bulletin board for posting messages. Practically speaking, it is an e-mail-based mailing list for a group of people who share similar interests. When e-mail is addressed to a LISTSERV mailing list, it is automatically broadcast to everyone on the list, giving you a way to have open discussions with dozens or even hundreds of people all through e-mail! Use the listserv to post or respond to messages that have a broad appeal to the other list subscribers. Please use the following e-mail address to post questions to the listserv. **OffMgrs@mcms.org**

Try to avoid using the listserv for continued personal discussions that would be more appropriate through private e-mail exchange; otherwise, everybody on the list will get one more piece of unnecessary mail. To obtain private e-mails from others on the listserv, the private e-mail is displayed at the end of the listserv address. (Please see example below) you may then either copy or retype this e-mail to respond to the poster of the message privately. **Remember once you have hit reply the original sender email address no longer appears in the address line and the message will be broadcast to all.** As a courtesy please include your individual email address or phone number in the original message and request responses be sent directly as opposed to the entire listserv if appropriate.

offmgrs-owner@mcms.org on behalf of Mary Peters [mpeters@mcms.org]

By using or accessing this e-mail list you acknowledge that you remain solely responsible for the content of the messages you post. You may not use this e-mail list to engage in communications leading or related to an agreement in restraint of trade, to exchange specific information relating to prices, profits, or costs, to engage in any fraudulent conduct, or to further any other unlawful purpose.

To unsubscribe from this list, send an e-mail message to MCMS@mcms.org, leaving the subject line blank and type unsubscribe "OM listserv" in the message body. To change your e-mail address please contact: cellsmore@mcms.org