

## Computer Etiquette

I have asked for a separate time frame to address this topic. At this year's WSC there was a Task Force Presentation on Technology and how we could help members get comfortable with using it to enhance our program. I have brought the notebook with all of the materials which the Task Force developed. I hope you will take time to look at it and consider ways in which we might make use of this materials.

The Task Force as part of their presentation had a section on E-Mail Etiquette this is the section which I want to speak about today. I have provided everyone with a copy of this section of the notebook. I am not going to read this whole section but would like to draw your attention to four areas in particular and one I will address with much concern.

Beginning with Reply Promptly; Use of reply and reply all; Maintaining anonymity and Service Communication: I think we will find in these four sections some good reminders that will be helpful.

### READ EACH OF THESE

The next item: CHAIN MAIL LETTERS

One needs to consider the level of friendship with other program members before considering sending such pieces. "What does this piece say about me as a person?" THINK before you click the send key. If you think it's something I might appreciate, a note at the top – giving me a choice to decline any more of these pieces – would be a courtesy. As a recipient of such material, I always have the option to delete or return to sender with a polite note "no more, thank you".

As the piece says, Officers and Coordinators e-mail addresses should never be used for sending such pieces. In particular, their e-mail address which is linked to our NYN website, the use of this address is most in-appropriate.

Remember to THINK "What does this piece say about me as a person?"