

WELCOME TO THE COUNCIL OF ALLIED DENTAL PROGRAM DIRECTORS LISTSERV!

This listserv is designed to facilitate communication among all subscribers of this list in an electronic forum. Please use this LIST to inform other members about non-critical events and issues pertaining to this group, as there are members of this group that do not currently have access to electronic mail. It is expected that, in the near future, most members of a Group will have access to this forum, thus making the Listserv an essential tool for communication. Its purpose is to inform members about ADEA and ADEA Group information, while fostering cohesiveness.

AN ADEA LISTSERV IS:

- NOT MODERATED. Postings to the LIST are not screened or edited. Please keep your messages brief and pertinent to the group matters.
- CLOSED. Only members of your Group are included in the list along with select ADEA staff.
- PRIVATE. No one outside the LIST has access to the member list.
- NOT ARCHIVED. Messages to the list are not saved by the LIST.
- NOT FOR ADVERTISING. Recruitment for business or any commercial advertising is not appropriate for the LIST.

You may save messages on your local machine, but will need to contact other members on the LIST should you lose a relevant message.

HOW TO USE THE LISTSERV:

Messages can be informal and even lighthearted. Avoid jokes, sarcasm, profanity, and similar violations of "e-mail etiquette." Aim for a concise, focused message. Summarize lengthy material and invite subscribers to contact you for the complete items. Avoid personal exchanges and do not promote commercial products and services. Communicate TIME VALUE/CRITICAL group information by another means, such as FAX or U.S. Postal System.

To reach all list members, send an e-mail to the listserv address.

Include the topic of the message in the subject field. After composing your message, click on "send" and the Listserv will distribute the message to all members on the list. Do not publicly mention this list, and do not forward copies of the information you have obtained from it to third parties.

TO RESPOND TO A MESSAGE:

To respond to a message that has been posted, create and send a new message directly to the author of the message using his or her private e-mail address. If you want everyone on the List to have your response, then send it through the Listserv e-mail address above. To help the members on the list know who has sent a message, every message should include your name, address, telephone, fax, and e-mail address, along with your Group name.

ORIGINATION:

All postings will appear to be "from the LIST" and recipients will have no way of knowing who has sent a message unless this information is provided in the message. The Listserv will not accept a message if you are using a different computer than the e-mail address that is on the Listserv. For example, if the e-mail address on the Listserv is your work address, you cannot access it from your personal computer at home. It is important to always provide ADEA with up-to-date e-mail information.

DISCLAIMER:

For the life of the Listserv, it is understood that the posted opinions are the originator's only and do not necessarily represent the policy, philosophy or practice of the ADEA or its various sections. ADEA does not endorse mentioned products or services, nor is the ADEA responsible for inaccuracies in posted information.

IMPORTANT: PLEASE KEEP THIS MESSAGE FOR FUTURE REFERENCES.