

FireNet Listserv Instructions

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Listserv Management for NCOFCU members

NCOFCU members are automatically added to one of the FireNet listserv's (unless a request was made to *not* be added). The listserv's are:

CEOs

Posting Address: ceos@fcocu.com

A listserv for NCOFCU members who are CEO's, COO's, CFO's,

Directors

Posting Address: directors@fcocu.com

A listserv for Directors (volunteers)

Optional (future) FireNet Listserv's: supervisory@fcocu.com
firenet@fcocu.com

The listserv's are private lists for members only and will only recognize the email address of members. To post to a listserv, make sure you do so from the email address registered with NCOFCU. Posts to a listserv from an email address not in NCOFCU files are automatically rejected.

WHAT IS A LISTSERV?

An internet list serve is an electronic mailing service that distributes messages to all members who are subscribed to the list. You send messages to the list address and the computer, called a "server", sends out your message to all the subscribers at once. Members receiving the messages can reply back to the list or can choose to respond privately back to you, the sender. In this way discussions are started, information shared and resources discovered.

MAIL COMPILATION

As a subscriber you can choose to receive the messages immediately as they are sent to the listserv server, or you can opt to receive a once-a-day compilation of all the email messages received in that day. This compilation is called the "daily digest" version, if this would be better for you, then you can change your subscription options at the Archives interface (see instructions below).

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ARCHIVES

It is possible to search an archive of listserv messages. Currently we have available archived messages starting in January of 2010.

You can search the archives by Thread, subject, author, date. This means if you have a question about a discussion, you can track down any past messages relating to Conferences, as an example. Once you find it, you may have your answer or you can contact the person who sent the original message to get more details or to learn what information may have been sent directly to them by other subscribers. In addition, you have the option to view a list of all messages sent in a certain month.

You can also manage your own settings/options. You can set your account to regular mail or daily digest. You can set your account to no-mail when you're going to be out of town for a while to keep mail from accumulating. When you return, you can turn the account back on.

LOGGING IN TO THE SITE <http://fcocu.com/mailman/listinfo>

- Change Password
- Set Away (hold Mail)
- Unsubscribe

When you access these features, you may be prompted to log in. On your first access (or if you forget your password) you will need to click on the hyperlink on the archive site which is in the text of the introductory paragraph on the log in page. (See instructions on setting a password below).

Once you have established a password, you will simply enter your e-mail address (the address you provided to NCOFCU database upon initial membership subscription or renewal) and your password. If you are on your own computer, you may want to log in with the option to place a cookie on your computer. This means that your computer's hard drive will store a piece of information that includes your e-mail address and your listserv password so that the next time you want to use this site you will be automatically logged in and will not have to enter your e-mail address nor your password.

USING THE FEATURES

If you have questions, you can contact Grant Sheehan, grant@fcocu.com List Owner, and he will be happy to assist you as soon as he can.

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FireNet Guidelines:

- 1. Users are not required to participate by sending messages to the list. Many people who subscribe to lists never post a message. Often, new subscribers will follow a conversation on the list for a few days or weeks before posting a message. However, participation by subscribers is how the list remains interesting and worthwhile.**
- 2. By subscribing to FireNet, users are agreeing that all information posted or accessed will be used only for informational or educational purposes. There may be no commercial or other unauthorized use of this listserve.**
- 3. Users may not conduct business or actively solicit conduct or responses that violate any federal, state, or local laws.**
- 5. Users of FireNet must also agree not to distribute, post, publish or otherwise communicate any content which advertises or solicits others to engage in non-competitive activities. Anti-trust law forbids discussing or entering an agreement or understanding concerning any matter which is inconsistent with the legal requirement that each credit union must exercise its independent business judgment in pricing its services or products, dealing with its members/customers and suppliers, and choosing the markets in which it will compete.**
- 6. Users of FireNet must not enter any agreements, understandings, or discussions concerning:**
 - Prices, discounts and terms or conditions of sale**
 - Profits, profit margins and cost data**
 - Market shares, sales territories and markets**
 - The allocation of members/customers**
 - Selection, rejection, or termination of members/customers or suppliers**
 - Refusal to deal with an organization because of its pricing or distribution practices**
- 7. The entire content of FireNet and all messages distributed by it are the copyrighted property of NCOFCU. Redistribution, electronically or otherwise, is not permitted without the express written permission of NCOFCU.**
- 8. NCOFCU reserves the right to edit or delete any posted message it considers inappropriate, or to unsubscribe anyone who violates these FireNet guidelines.**
- 9. The opinions expressed by subscribers to FireNet do not necessarily reflect the opinions and beliefs held by NCOFCU. In addition, all messages, information, software, features, services and other materials which are posted or accessed by this listserve are offered "as is," without any kind of express guarantee or warranties by NCOFCU.**
- 10. FireNet may not be used to promote candidacy in any election.**