

**United Way of Marion County is proud to announce the first ever Employee Campaign Coordinators (ECC) ListServ for ECCs in Marion County. And, we would like to invite YOU to become a member! This ListServ will assist you as you create and administer your United Way Campaign. It will connect you with other ECCs, providing opportunity to share ideas, resources and network with other ECCs in our community.**

### **How do you get started?**

**First**, please save this message for future reference, especially if this is the first time you are subscribing to an electronic mailing list.

Why? If you ever need to leave the list (which I am sure you won't as this will be an incredible resource for you), then you will find the necessary instructions below.

**Second**, this email may prove useful the next time you go on vacation and need to leave the lists temporarily to avoid filling up your mailbox while you are away.

**Finally**, you should also save the welcome messages from the list owners that you may receive after subscribing to a newlist.

### **How do you sign in?**

Simply send an email to [uwmcecc-subscribe@yahoogroups.com](mailto:uwmcecc-subscribe@yahoogroups.com)

Once your message has been confirmed, you will receive an email back allowing you to join the LISTSERV group.

In the email there will be two options to join:

1) Click the first link to create a Yahoo! account for group activity

OR

2) Simply reply to the email by clicking "reply" and "send" back.

*NOTE: You only need to create a Yahoo! account if you want to have an account or email address.*

*To participate in group discussion and activity, you ONLY need to reply to the subscription email. Yahoo! accounts are NOT mandatory to participate.*

### **I am signed in, now what?**

To send a message to all of the people currently subscribed to the list, just send mail to

[uwmcecc@yahoogroups.com](mailto:uwmcecc@yahoogroups.com) which is called the list address.

Remember all commands sent to this address are distributed to all the people who have subscribed.

You will also get emails that other ECCs are sending on the ListServe.

Feel free to respond, but remember that hitting reply will reply to ALL on the ListServe.

*IMPORTANT: This list is confidential. You should not disseminate any material within the group you do not wish to be public.*

*NOTE: Subscription settings and preferences can also be set using UWMCECC Web Interface.*

*Viewing or changing settings or preferences requires a Yahoo! username and password to login.*

Following instructions from the list owner, your subscription will be set to "FULLY FEATURED" rather than the usual Yahoo! group defaults.

Contributions sent to this list are automatically archived.

You can access the list by logging in using the Web interface to view the archives.

You may leave the list at any time by sending a "UNSUBSCRIBE" message to [uwmcecc-unsubscribe@yahoogroups.com](mailto:uwmcecc-unsubscribe@yahoogroups.com)

I hope that you will take advantage of this new service.

It will be a wonderful resource to you!

Please don't hesitate to contact me if you have questions or concerns.

Thanks! Tina

**Tina Banner, APR**, Vice-President of Resource Development

office 352-732-9696 fax 352-732-9608

1401 NE 2<sup>nd</sup> St Ocala, FL 34470

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