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## **What is a mailing list, and what does it do**

A mail list provides users with a simple way to communicate with each other. Users join the list and send and receive email to other members on the list by the way of a single email address.

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## **Will it cause me spam**

All mail on the list has come from another member on the list. So no, it should not increase the amount of spam you get. However other members may get viruses or otherwise send email that you would consider spam.

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## **What sort of things would I receive**

The only planned things currently are announcements from Jim Barkdull and the newsletter.

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## **Who should be on the list**

Any lodge members who would like to get announcements and newsletters as email should join.

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## **How do I subscribe**

Go to <http://lists.pk149.org/mailman/listinfo/masons> in your web browser and fill out the form in the "Subscribing to members" section. You will receive a confirmation email, follow those instructions and you have joined.

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## **Forward a subscription to someone else**

This is generally considered impolite. If someone is interested in joining, direct them to the page, or discuss it with them before filling out the join form on their behalf.

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## **How do I unsubscribe**

Go to <http://lists.pk149.org/mailman/listinfo/masons> and go to the bottom of the page to the "Members Subscribers" section. Put your email address in the box next to the button labeled "Unsubscribe or edit options" and click that button. Then scroll down to the button labeled "Unsubscribe" and click that. You will receive a confirmation email. Follow the directions in it.

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## **Sending to the list**

After joining the list, send an email to [masons@pk149.org](mailto:masons@pk149.org)

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## **Does it always send to everyone on the list**

As long as you are a member of a particular list, then yes your mail will go to every other member of the list.

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## **Replying to the list**

To reply to a message sent to you need to reply to all recipients of an email. The list does not modify a message as having come from itself.

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## **How to identify mail from the list**

Any mail from the list will have [masons] in the subject.

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## **Abuse of the list**

The list is not meant for unmasonic conduct. Let's keep it in the spirit of brotherly love.

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## **Archives**

An archive of all messages stored on the list is kept at <http://lists.pk149.org/pipermail/masons/>. This allows the contents to be reviewed by other members and/or the public for informational purposes.

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## **Privacy**

While members of the list are not explicitly available to the world, the archives are. This means that active participants are known to anyone with access to the archives.