



LISTSERV MESSAGING

Listserv messages are distributed to all Texas Downtown members who subscribe to the list. Just send an email to texasdowntown@listserve.com and it will be shared with all subscribers.

SUBSCRIPTIONS

Access to the list serve is a benefit of membership.



LISTSERV ETIQUETTE

If a member makes a request for info and you feel you can assist; **Please make sure you are ONLY replying to that member. Check the Reply field before sending and make SURE texasdowntown@listserv.com is NOT in the Reply field and do NOT hit Reply-ALL!** Reply **ONLY** to that member rather than the entire listserv. Remember, this is a request for specific information from one person and should be treated as such.

If a member makes a request for info and you would like that info too, please reply to the member making the request and ask them to forward whatever comes their way.

Everyone's email inboxes are already overflowing so please be courteous. If you're not sure how to proceed, you can always contact the Texas Downtown office directly and we will assist you.

TEXAS DOWNTOWN LISTSERV POLICY

Texas Downtown listserv is maintained for the purpose of information exchange among members. When sending messages to the listserv, please keep the following suggestions in mind. They will help keep the list user-friendly for everyone.

- Keep discussions focused on the topic at hand.
- When sending a message to the list, please include your email address and your full name at the bottom, so that other list members will know who sent the message.
- Include a subject line in each posting.
- While lively debate is very much encouraged, users are expected to maintain professionalism and respect when responding to members of the list. Hostile and insulting messages will not be tolerated nor will abusive language.
- Do not use the listserv to send non-downtown related messages.
- Do not forward messages from this list without first obtaining permission from the author. Similarly, private email addressed to you should not be forwarded to TXD listserv without the permission of the sender.
- Use discretion when composing and posting your messages; there is always the possibility

that your message may be received by someone other than your intended audience.

- Always respond directly to the author of the message instead of to the list.

Watch your Reply Field and Do NOT Reply-ALL!

- Avoid sending lengthy messages. When replying to a message, quote as little of it as possible.
- Advertising is prohibited.
- Texas Downtown staff and officers are authorized to notify a listserv member if the listserv is used inappropriately.

Attachments & Transmission of Viruses

Our listserv provider does not permit attachments to list emails. If you want to distribute a file to members, please notify them via email that a file is available from you. If you would like to request files from other members, please ask them to send the file directly to you or to the TXD office.

TXD LISTSERV LOGIN & ARCHIVES

Set up your listserv login by visiting this page:

<https://mlm2.listserve.net/mailman/listinfo/texasdowntown>

You can also access and search the archives. Be sure to set up your login and then access the archives here:

<https://mlm2.listserve.net/mailman/private/texasdowntown/>

DISCLAIMER

Any views or opinions presented on the listserv are solely those of the author and do not necessarily represent those of Texas Downtown.

RESOURCE LIBRARY

Texas Downtown Staff and the Education Committee make every effort to catalogue information and responses of value that have a wide range impact. If you're looking for a specific document, template, or "how to" guides, check our Resource Library

If you have materials that have worked great for the revitalization of your Downtown and you would like to share them for the good of the organization and future growth of its members and their Downtowns, please consider sharing them with us to add to our Resource Library.

Expanded conversations about practices, tools, services used, and list-serv content may also be moved over to our Facebook Group page where it can be continued, and archived for the good of the members.

Thank you for being a part of Texas Downtown! To be added to the list-serv please email:

shelly@texasdowntown.org

Questions:

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