

## **Listserv Guidelines**

The LAM patient listserv provides us with the opportunity to build a community through the sharing of information and personal experiences. Listserv participants come from a variety of cultures with many different concerns and needs. Messages sent to the listserv will go to all the participants. The listserv was created primarily for LAM patients. Occasionally, family members of patients post messages when they have questions about LAM or are giving updates about a family member with LAM. In order to make it the best experience for all, you are asked to observe the following courtesies:

1. Some of the discussions may involve mature subject matter, so participants should be 18 years of age or older.
2. Please respect the religious, political, and social diversity of the listserv members in your postings. Be sensitive in your postings when discussing topics in these areas.
3. When posting to the listserv, always include a clear description of the content in the subject area. Make sure that the subject of your posting relates to the content matter. This makes it easy for those who are short on time to choose the e-mails they wish to read. Don't forget to change the subject when the subject of your posting changes.
4. A listserv message comes to you from a server, not directly from the person who wrote it. When you use your "Reply" button to respond, your response will go to everyone on the listserv. You should post to someone privately when the content is not of general interest to the listserv members. This will prevent members from being burdened with an excessive number of e-mails.
5. In order to make it easy for participants to reply privately, include your e-mail address at the end of every posting.
6. Please do not include large attachments or photo files in your e-mails. Not everyone has a fast internet connection. Instead, post a link to them. There are many places where you can post pictures. Just ask on the listserv for recommendations.
7. Please avoid e-mails typed in all CAPITALS which are generally interpreted as if someone were shouting. These e-mails are also difficult to read.
8. Omit the portions of the message that are not directly related to your reply.

A complete description of listserv procedures and courtesies can be found in *The LAM Handbook*, Section 8.6 "The LAM Patient Listserv".

**The LAM Foundation Education/Communications Committee**