**Greetings MPA Students! Listserv Information**

We wanted to send you some basic information about how our listserves operate. We will periodically send out this information to make sure everyone is aware of how our listserves work, including rights, responsibilities, and risks of using listserves. \*You may want to save this message for future reference.

**Your Evergreen E-mail Address…**

The MPA program and other campus announcements send ALL written communication via e-mail, **exclusively to students’ Evergreen e-mail accounts; therefore, an Evergreen e-mail account is required for all MPA students.** Students need to activate their account in order to register via the web. If you have questions about your Evergreen email account, please contact the Registration Office, at (360) 867-6180. We recommend that students check for new messages daily. Students can forward email from their Evergreen account to another email account via [my.evergreen.edu](https://cas.evergreen.edu/cas/login?service=http://my.evergreen.edu/).

New MPA students are added to three program-wide listserves:

* the list for your specific cohort: for example, mpa2014 or mpa-tribal2014
* mpa-all (for all current students, faculty and staff)
* mpa-jobs (lists job and internship openings with government and nonprofit organizations in the region: for all current students and alumni, faculty and staff)

These lists are used to post announcements of class assignments, schedule and course changes, news, events, resources, volunteer opportunities, questions and requests for help, and more.

*Note that listserves may* ***not*** *be used for 3rd party fundraising, as this is an inappropriate use of state and college resources and would violate state ethics guidelines and college policy. This is true no matter how worthy the cause is :-)*

Who Can Post and What?

Anyone subscribed to a listserv can post to it—no approval needed. **That means you can post things yourself—no need to forward it through a faculty or staff member,** although we’re happy to assist, if needed. To post to the list, the address to use is: **name of the list** (for example: mpa-pnapp2014, mpa-jobs, mpa-all)**@lists.evergreen.edu** [you would enter in address line: mpa-pnapp2014@lists.evergreen.edu]

The only time you might need assistance to post is if there is a large attachment to your e-mail, in which case one of the list administrators will need to send it to the list for you: Jan Hays, MPA Office Assistant at haysj@evergreen.edu or Randee Gibbons, Assistant MPA Director-Public & Nonprofit Administration & Public Policy Concentration (pnapp) cohort at gibbonsr@evergreen.edu or Puanani Nihoa, Assistant Director-Tribal Concentration at nihoap@evergreen.edu

Generally, anything related to your MPA studies, and likely to interest your classmates, can be posted to the appropriate list(s). Other messages that will possibly interest other subscribers—event announcements, news stories, job or internship openings, links to useful resources, etc. are most likely are fine submittals to post here (if you aren’t sure please ask). Solicitations for funds for a 3rd party (**even for a good cause!)** commercial solicitations, political campaign material, messages with a very strong political bias, chain letters, bogus virus warnings, $250 Bronsen-Lily healthy cookie recipes, and similar postings are *NOT* okay! Please when in doubt, just ask before sending.

**Replying**

To reply to a message you’ve received from the list, choose “Reply to All” to reply to everybody on that list, or simply “Reply” to send it just to the person who wrote the original message.

**Subscribing, Unsubscribing and Changing Your Address**

If you need to make changes in your subscriptions to this list or to any list—to subscribe, unsubscribe, or change the address which you receive list mailings:

* from my.evergreen.edu: after logging in, under “Evergreen.edu” click on the tab at the top of the screen “General”;
* Select “My.evergreen”;
* under “Mailing Lists” click on “mailing list help page”;
* in the first sentence click on the link <http://www.evergreen.edu/lists> (it doesn’t seem to work to click on the link from this e-mail)
* scroll down to the mpa lists, click on the applicable list and follow directions

**Accessing List Archives**

You can read the list archives to see what people have been posting to the list. Follow these same instructions (above) and enter the list. Then, click on “Read Messages”.

**Privacy and Public Records**

Evergreen respects the principles of academic freedom, freedom of speech, and the right of privacy. The use of information technology systems holds special implications for these principles.

Information system accounts may provide access to sensitive, restricted or confidential data. Users of college information systems will maintain the confidentiality of any and all data retrieved from TESC information systems. Disclosure of the information to unauthorized persons could subject the user to criminal and civil penalties imposed by the law or disciplinary action imposed by the college.

Data must be stored within a “secure storage device” as designated by Computing and Communications if the unauthorized discloser of the data would subject the organization to a negative operational impact; constitute a violation of federal or state law; or result in harm to the individual or carry significant financial liability. Portable data storage devices (e.g., tape drives, zip drives, removable hard drives, USB data storage devices, etc.) are not designated as secure. Questions regarding secure storage of data should be directed to the Computing and Communications Helpdesk. For more detail information on **Appropriate Use of Information Technology Resources at Evergreen go here to read about *Public Records* and *Privacy***: <http://www.evergreen.edu/policies/policy/appropriateuseofinformationtechnologyresources>

**For Assistance using any listserv and obtaining Technology assistance you can go here:** <http://wikis.evergreen.edu/computing/index.php/Students>

**New Pilot listserve**

You also have the option to subscribing to *the greener commons;* this is a one year pilot forum starting in the Winter of 2014 of a web-based community discussion forum. <http://wikis.evergreen.edu/computing/index.php/Greener_Commons>

This year we have been extremely fortunate to have one of our talented alums create our MPA blog, **Laura Hendrix** has done an excellent job in creating a blog full of information of our faculty members, alumni news, MPA publications, and more go here to register: <http://blogs.evergreen.edu/mpahub/>