Dear MPA *Tribal Governance concentration,****~Welcome to the MPA program and to the MPA listserve~***We want to send you some basic information about how our listserves operate. Our listserves are created to stay in communication between staff, faculty, and MPA students. We will periodically send out 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 departments send All written communication via e-mail **exclusively** to students. We recommend that students check for new messages daily. Evergreen e-mail accounts that are not checked regularly do become full and if that happens your e-mail will bounce and you will miss important information.   
  
While you are a student you are subscribed to MPA program wide internet mail lists (listserves) using your Evergreen e-mail account, ***students need to activate their account***. Students need to activate their account in order to register via the web, via "myevergreen.edu". For more information see the Student e-mail overview here: <http://wikis.evergreen.edu/computing/index.php/Student_Email_Overview>

*Listserve Purpose and membership*

The MPA program maintains these listserves for the benefit of our students, alumni, faculty and staff of the program. These lists are used to post announcements of class assignments, schedules, and course changes, news, events, resources, volunteer opportunities, questions and requests for assistance and more!

*New MPA Students are added to three MPA listserves:*

1)     *MPA-tribal2016* ~ Included in this listserve are students in your cohort, faculty and MPA staff. Your cohort is considered the *Tribal cohort.* Many of you may be aware that our MPA program offers three unique concentrations, these are: **Public & Non-Profit Administration**, **Public Policy**, and the **Tribal Governance** concentrations.

2)     *MPA All* ~ For all current MPA students, faculty, and staff. A list where people can post general announcements of interest to people across cohorts, classes, and categories; upcoming events, resources you'd like to share, volunteer opportunities, schedule and course changes, questions, and requests for assistance.

3)     *MPA Jobs* ~ For all current MPA students, faculty, staff, and interested alumni. A list where people can post announcements of jobs and internship opportunities to students and graduates of the Evergreen MPA program. Anyone can post these announcements to the list.

Also, anyone can choose to subscribe themselves to the lists, so be aware that it’s possible for people besides your classmates to read and post to them. Be aware that we reserve the right to remove anyone from a list at any time at our discretion.

If you wish to review which ‘lists’ you are subscribed to log-in to your “my.evergreen.edu” account and on the first page under ‘Account Summary’ you will see the list of the listserves to which you are subscribed.

*Who can post, How to post, and What can be posted*

*Who can post*:

Anyone subscribed to a listserve 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, however, we are happy to assist if requested. The only time you may need assistance to post is if there is a large attachment to your e-mail, in which case one the list administrators will need to send it to the list for you, those administrators are: Jan Hays, MPA Office Assistant she can be reached at [haysj@evergreen.edu](mailto:haysj@evergreen.edu) or Randee Gibbons, Assistant MPA Director for the General cohort and she can be reached at [gibbonsr@evergreen.edu](mailto:gibbonsr@evergreen.edu)

*How to post:*

To post to the listserve us the name of the list, for example, mpa-tribal2016, mpa-jobs, or [mpa-all**@lists.evergreen.edu**](mailto:mpa-all@lists.evergreen.edu) for example: [mpa-tribal2016@lists.evergreen.edu](mailto:mpa-tribal2016@lists.evergreen.edu)

*What can be posted*

Anything related to your MPA studies and likely to interest your cohort members can be posted to the appropriate list(s). Other messages that will possibly interest other subscribers such as: event announcements, news stories, job or internship openings, links to useful resources, and other areas of interest (*if you’re not sure please ask*).

Important note: Solicitations for funds for a third party or parties (*regardless of purpose*), commercial solicitations, political campaign materials, messages with a very strong political bias, chain letters, bogus virus warnings, cookies recipes, and similar notes are **Not Permissible**. When in doubt, please don’t hesitate to ask before sending.

*Replying to messages*

To reply to a message(s) you’ve received from a list, choose ‘Reply to All’ a response will be sent to **everyone** on the list or if you want to address the person who wrote the original message simply ‘Reply’ to the message.

*Subscribing, Unsubscribing, and Changing your address*

To make changes in your subscriptions to any list or lists whether it’s to subscribe, unsubscribe, or change the address which you receive list mailings:

1)     From ‘my.evergreen.edu’ option after logging in, click on ‘account settings’

2)     Right under ‘Account Settings’ click on ‘learn more’

3)     Under ‘Mailing lists’ click on ‘mailing list help page

4)     In the first sentence click on the link: <http://www.evergreen.edu/lists>

5)     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 those same instructions and enter the list. Then, click on ‘Read Messages’

*Privacy*

From the Computer Center website:

A student’s data, existing in an academic computer account will be released to a third party only when required by law rather than not being released only when prohibited by law. Student accounts on academic computing systems will be administered and reviewed by academic computing staff as required for system management and administration.

However, like most of what people put out on the internet, the MPA listserves are not 100% private and confidential. Users of the MPA listserves should be aware that anyone can join the listserves and gain access to current and archived posts, and any subscriber can post to the list or forward posts from the list. A little bit of caution and consideration of what is posted there (or anywhere on-line) is probably a good precaution.

*Appropriate Use of Information Technology Resources at Evergreen* <http://www.evergreen.edu/policies/policy/appropriateuseofinformationtechnologyresources>

*Evergreen’s Social Contract*

<http://www.evergreen.edu/aboutevergreen/social.htm>

*Mailing List Etiquette FAQ*

<http://www.gweep.ca/~edmonds/usenet/ml-etiquette.html>

*Any questions, concerns, comments, or questions?*

If you have thoughts about the above information please don’t hesitate to ask and we will do our best to address your concerns.

 Sincerely,

 Puanani Nihoa, MPA

[nihoap@evergreen.edu](mailto:nihoap@evergreen.edu)

(360) 867-6202; Lab I-Office 3020

[www.evergreen.edu/mpa](http://www.evergreen.edu/mpa)