

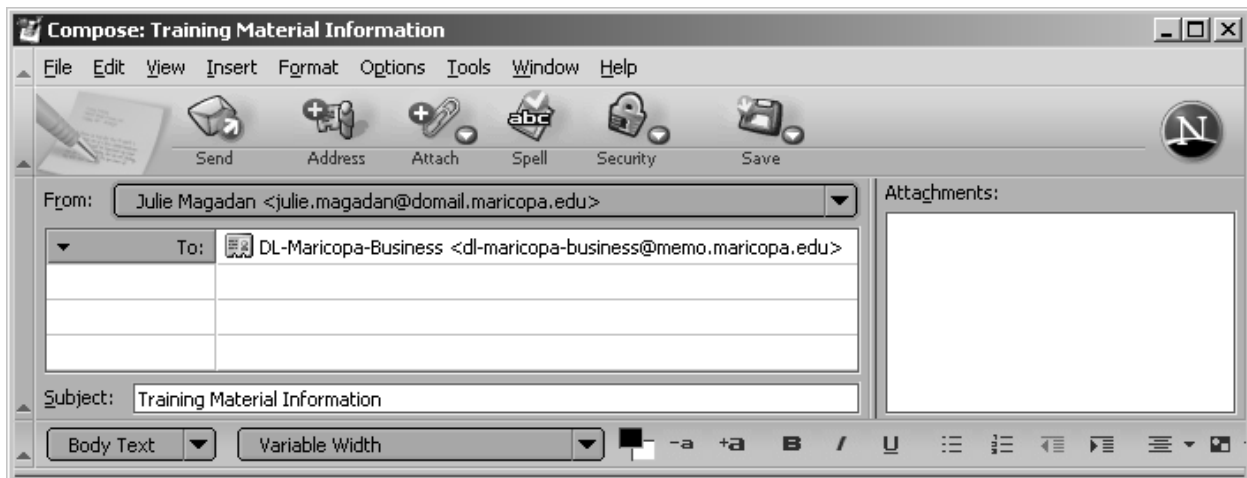
Netscape 7.1 - MEMO Addressing All Maricopa Via Email

Sending business email with the dl-maricopa-business list

The way you will use MEMO to communicate with the whole District is changing. Presently, you can send messages to all of Maricopa using the distribution list dl-all-maricopa. This distribution list will no longer be used. You will now choose between two lists to communicate with all of Maricopa. The first list is dl-maricopa-business@memo.maricopa.edu, the second is dl-maricopa-announcements@memo.maricopa.edu. The business distribution list is designed to communicate messages that are business related, while the announcement distribution list is designed to communicate Maricopa related information which is not business related, such as announcements about community related events, campus events, productions, trips, etc.

If you are sending a business related email to all of Maricopa, follow these steps to use the dl-maricopa-business@memo.maricopa.edu email address.

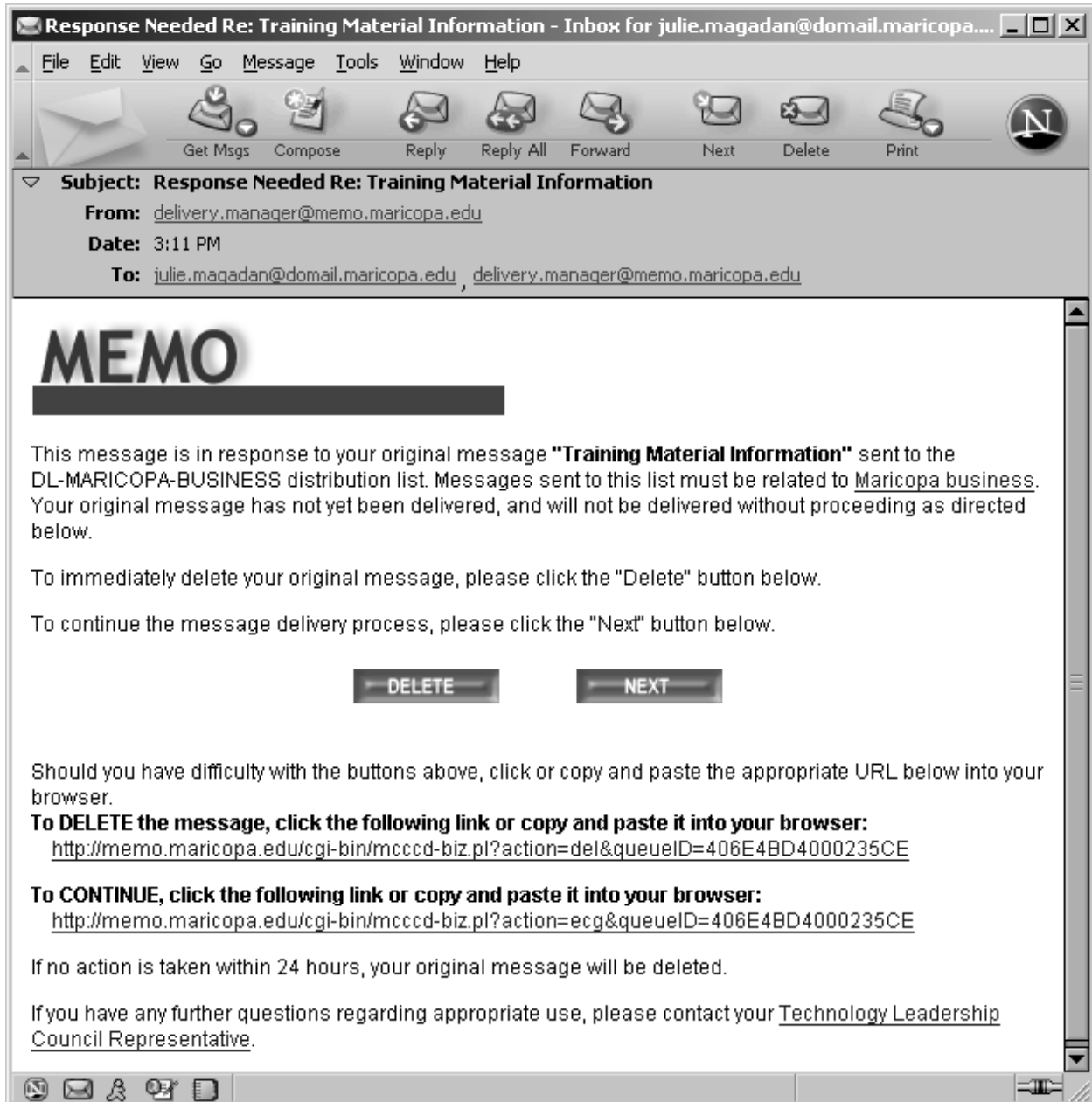
1. Create a new email message.
2. Address the message to dl-maricopa-business@memo.maricopa.edu.



3. Compose your email message.
4. Send your message.

As was the policy with the dl-all-maricopa list, the dl-maricopa-business list will not accept a reply-all response, a cc (carbon copy), a forwarded message, or a message larger than 1MB.

After you send your message, you will receive a notification email from the delivery manager that a response is needed before your email can be delivered. The notification will look like this.

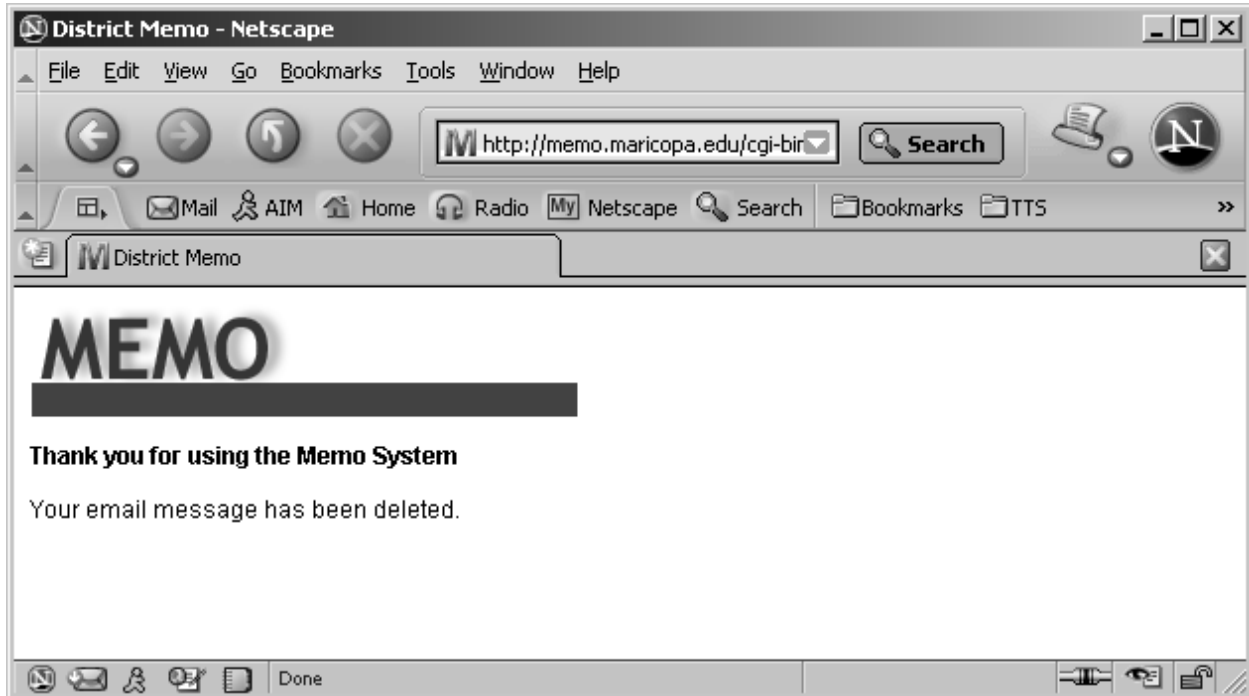


If you take no action in regard to this email within 24 hours, your original message will be deleted automatically. You will receive an email confirming message timeout and deletion.

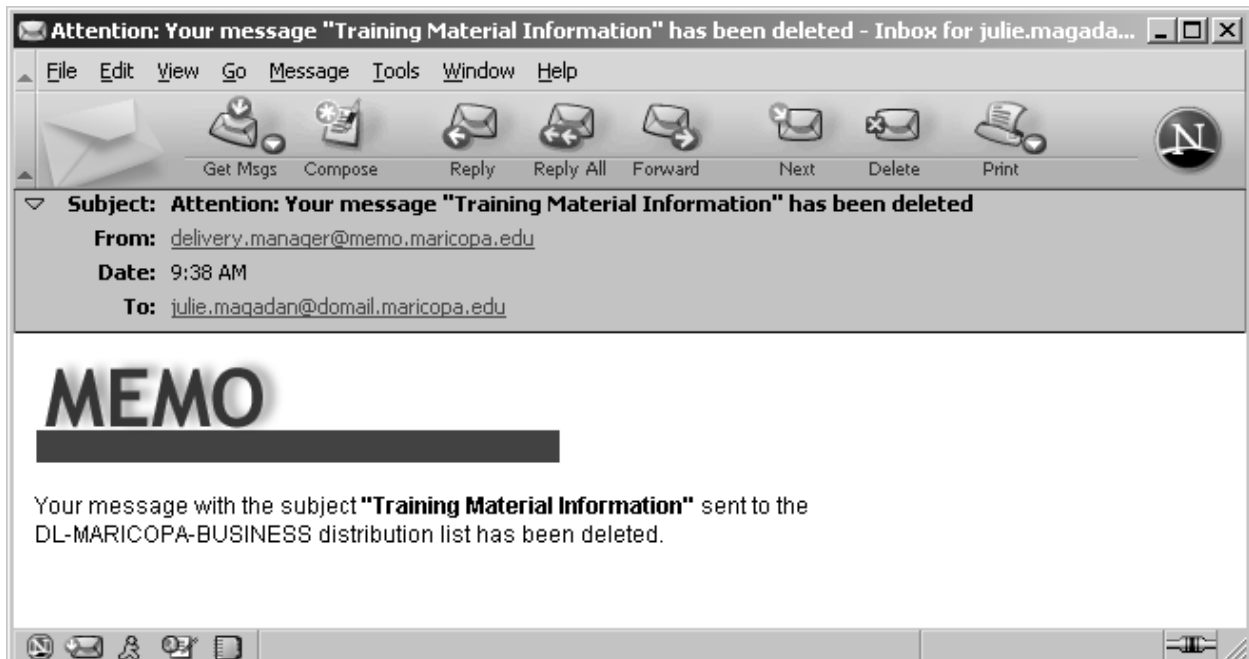
If you are unsure if your message is business related, click the "Maricopa business" link within the notification email for more information.

In the next few steps, you will be using the Delete or Next buttons. Please click the buttons only once. If you click the buttons more than once, you may not receive all of the appropriate notifications. The buttons should work properly in Netscape 7.1. However, if nothing happens when you click the buttons, click the appropriate URL listed below the buttons or copy and paste the appropriate link into your browser.

If you determine that your message is not business related, click the Delete button. If you wish to delete your message upon receipt of the notification email from the delivery manager or at any point in the verification process, click the Delete button. Your message will be deleted immediately, and no further action need be taken. You will be directed to the following District Memo webpage in your browser.

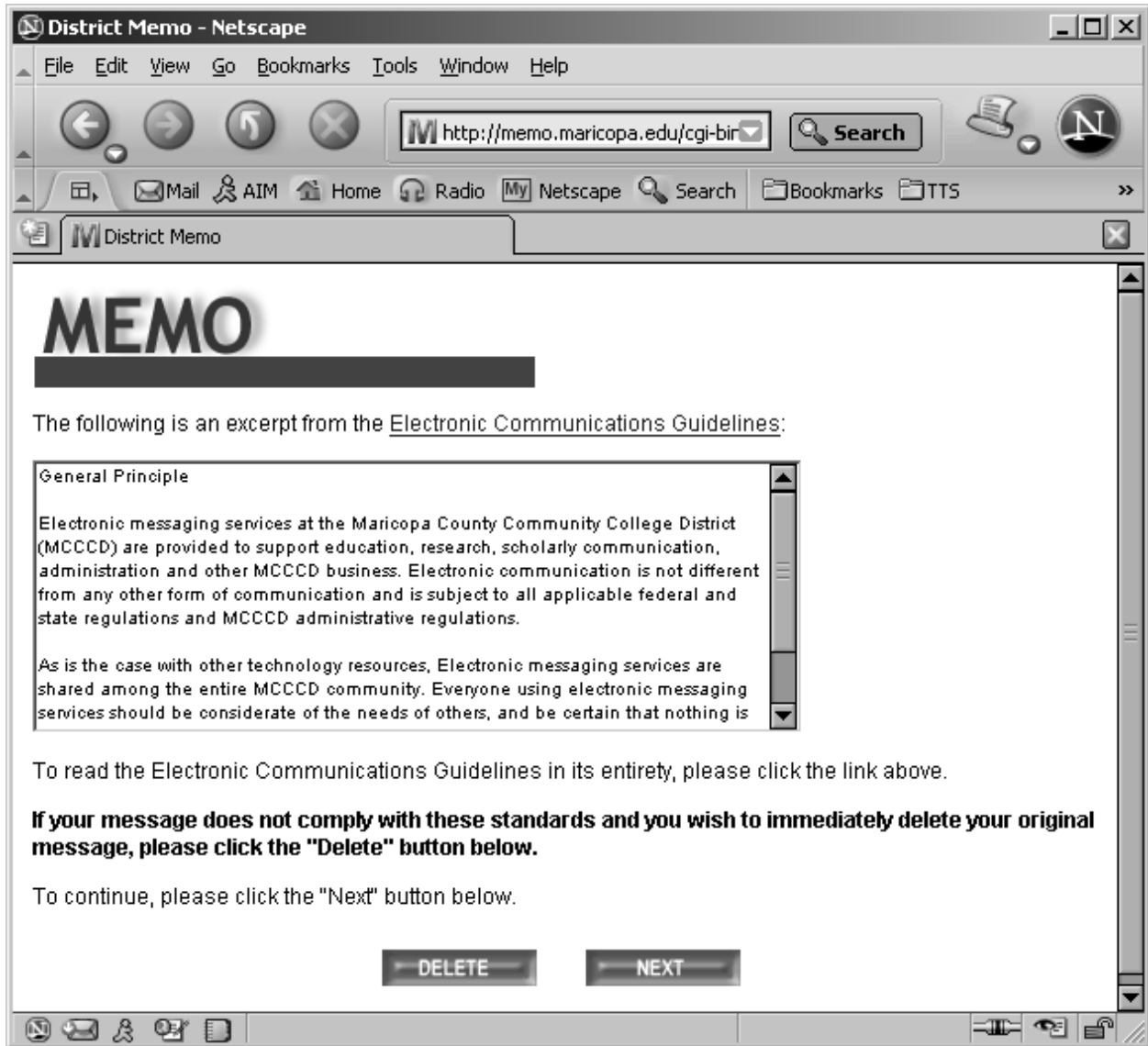


In addition to the above page, you will also receive an email confirming the deletion of your message.



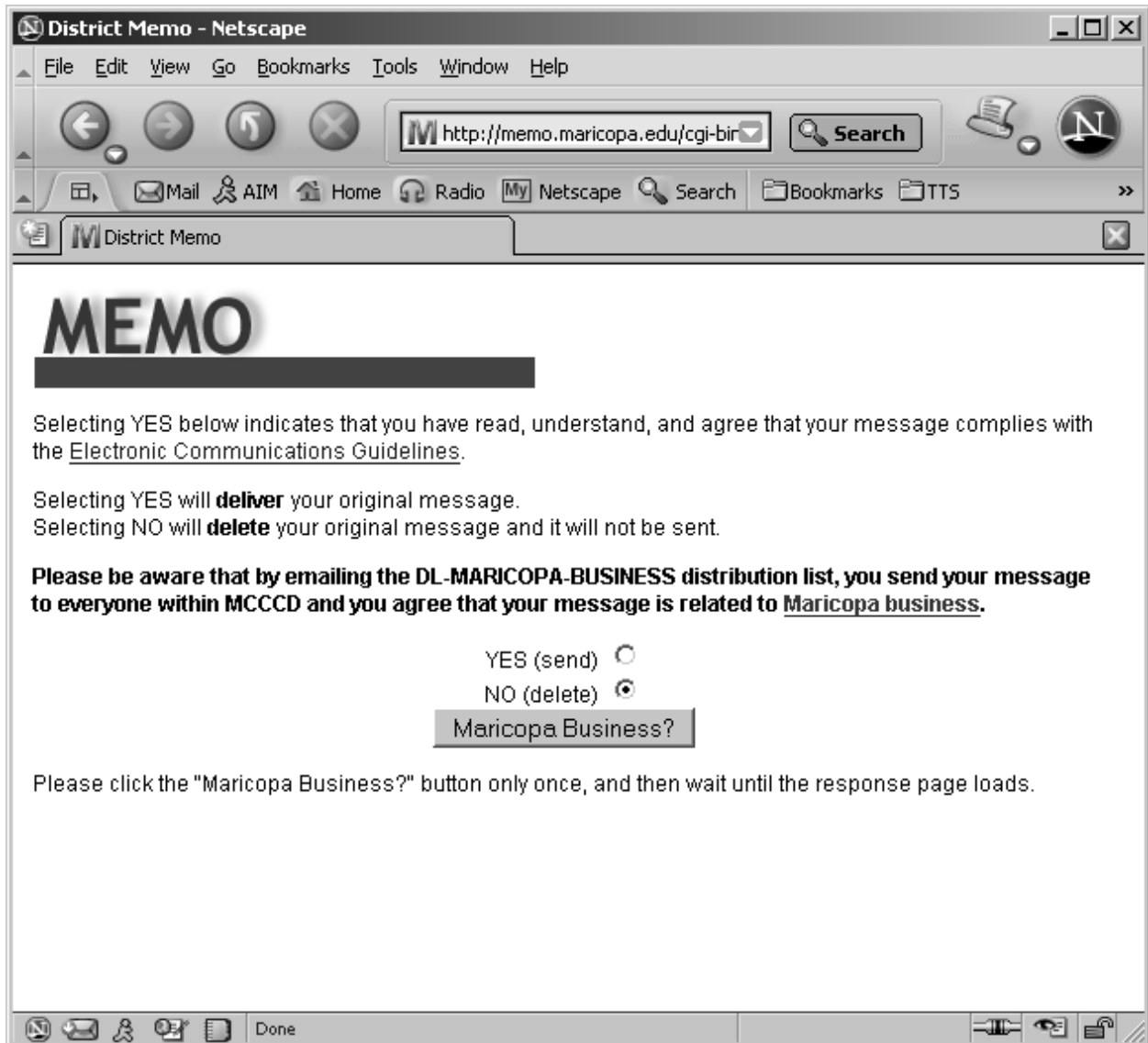
If your message does not fall under the category of business, you may resend the message to dl-maricopa-announcements@memo.maricopa.edu. Please refer to the instructions on sending announcements for more information.

If you determine that your message is business related, click on the Next button. You will be directed to the following District Memo webpage in your browser.

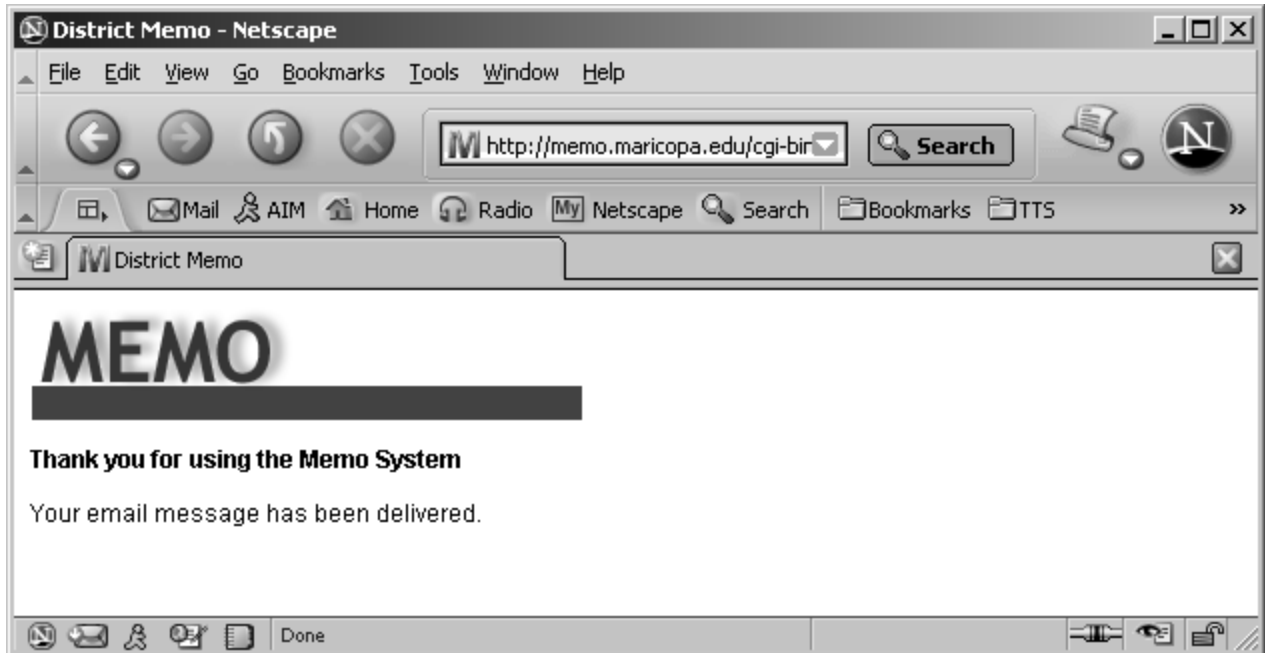


This page gives a brief excerpt of the Maricopa Electronic Communications Guidelines, which defines the purpose of electronic messaging services at MCCCDC. Read through the excerpt or click the link to read the document in its entirety.

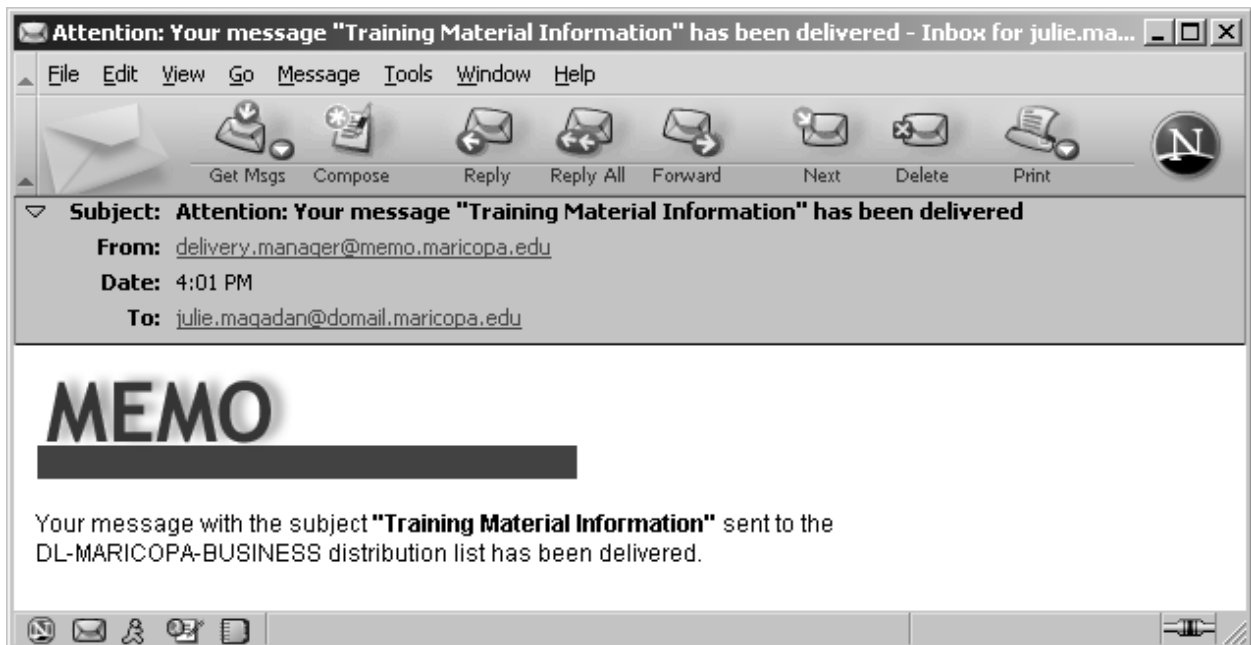
If your message does not comply with the standards, click the Delete button. Your message will be deleted immediately, and no further action need be taken. If your message is business related and complies with the standards, click on the Next button to continue. You will be directed to the following District Memo webpage in your browser.



At this page, you are given a final opportunity to determine the appropriateness of your message. If you decide not to send your message, ensure NO (delete) radio button is selected and click the "Maricopa Business?" button. If you decide to send your message, select the YES (send) radio button and click the "Maricopa Business?" button. It may take a few moments for the message to be sent. Click the "Maricopa Business?" button only once, and then wait until the following response page loads in the browser.



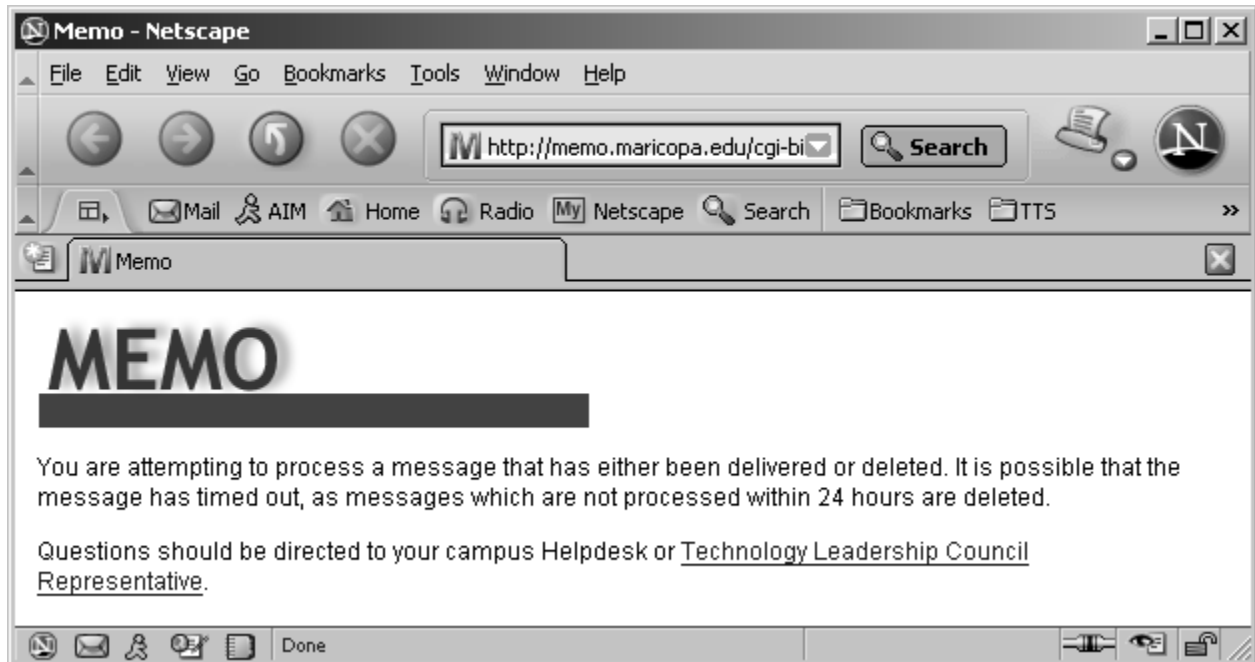
In addition to this response page, you will be sent an email confirming delivery of your message. This is the confirmation email you will receive.



Your original message may have an earlier time stamp than some of the other messages in your inbox, so it may not appear as the most recent message.

As mentioned earlier, if you chose to delete the message, you will be directed to the webpage confirming deletion and receive a similar email.

If you attempt to process (delete or send) a message that has already been sent, deleted or timed out, you will be directed to the following webpage.



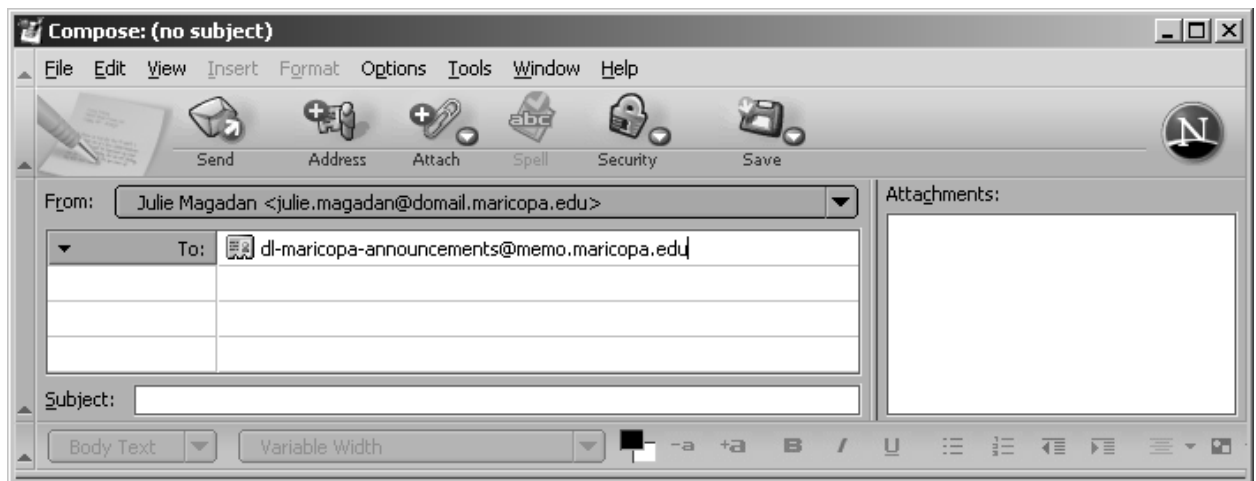
Sending announcements with the dl-maricopa-announcements list

The way you will use MEMO to communicate with the whole District is changing. Presently, you can send messages to all of Maricopa using the distribution list dl-all-maricopa. This distribution list will no longer be used. You will now choose between two lists to communicate with all of Maricopa. The first list is dl-maricopa-business@memo.maricopa.edu, the second is dl-maricopa-announcements@memo.maricopa.edu. The business distribution list is designed to communicate messages that are business related, while the announcement distribution list is designed to communicate Maricopa related information which is not business related, such as announcements about community related events, campus events, productions, trips, etc.

The announcement distribution list is designed to communicate Maricopa information which is not business related, such as announcements about community related events, campus events, productions, trips, etc. Refer to the [Electronic Communications Guidelines](#) for a reminder of acceptable email communication.

If you are sending a non-business related email to all of Maricopa, here are the instructions to use the dl-maricopa-announcements@memo.maricopa.edu email address.

1. Create a new email message.
2. Address the message to dl-maricopa-announcements@memo.maricopa.edu.



3. Compose your email message.
4. Send your message.

When you send this message, you will not be prompted for further action as you will be when sending to the dl-maricopa-business list. However, as was the policy with the dl-all-maricopa list, the dl-maricopa-announcements list will not accept a reply-all response, a cc (carbon copy), a forwarded message, or a message larger than 1MB.