

INSTRUCTIONS FOR SECTION TALK

NCJW's Section Talk is a communications tool designed to facilitate networking among presidents/section leaders. It is the perfect forum for discussing NCJW's hot issues, for seeking advice and for sharing ideas with colleagues from around the country. Section Talk is a listserv, meaning that it takes a single email from one individual and instantly distributes it to a registered membership list. As you read below, you will notice that users have been instructed to reply to Section Talk in a way that does not create a large volume of email in members' inboxes. We also request that you not use Section Talk to send out petitions or chain emails of any kind.

To Sign Up and Complete Registration:

To sign up for Section Talk, you may fill out the Section Talk Sign-Up Sheet or you may email Reva Holmes, Membership Coordinator, at rholmes@ncjw.org. Reva will inform yahoo groups of your desire to join the listserv and you will be sent an invitation from ncjwsectiontalk@yahogroups.com. After you open the invitation message, simply hit the reply button and then the send button, and you will be added to the NCJW Section Talk membership list.

To Use Section Talk:

To send email to the entire group, address a message to ncjwsectiontalk@yahogroups.com, and Section Talk will take care of the rest. You may only send email to the listserv from the email address with which you registered.

Please be sure to include your email address in the body of your message so members can respond directly to you. If you simply hit the reply button on a Section Talk email, your response will be sent to the entire group. This creates a large volume of email, so please respond directly to the sender, unless otherwise specified or requested.

Receiving email is equally as easy. Any messages sent by other presidents/section leaders to Section Talk will automatically appear in the your inbox.

If you have any further questions about Section Talk, please contact Reva Holmes at rholmes@ncjw.org.

SECTION TALK SIGN-UP SHEET

If you are not already a member of the Section Talk listserv, or if you're not sure, please fill out this form and turn it in at the Retreat, fax it to 212 645 7466, or email the information to Reva Holmes, Membership Coordinator (rholmes@ncjw.org).

Within a week of giving us your information you will receive an email that will invite you to join Section Talk along with instructions on how to use the listserv. You must respond to the email and accept the invitation to be a part of this network.

NAME: _____

SECTION: _____

TITLE: _____

PHONE: _____

EMAIL ADDRESS: _____