**Reminder to members about getting the most from our email lists**

The e-lists are member-only which means they’re one of your exclusive membership benefits. Over 1,500 people from local charities, community groups and social enterprises are signed up to them.

We do not moderate the e-lists, which means we do not see or approve messages before they are sent. Please refer to our [Code of Conduct](https://www.communityworks.org.uk/app/uploads/2024/10/Code-of-Conduct-CW.pdf) for guidance on acceptable use of the e-lists.

**What are they for?**

The purpose of [our e-lists](https://www.communityworks.org.uk/help-guidance/networks/) is to enable you to:

* share information about your services
* publicise events and activities
* advertise paid jobs
* ask for help or ideas
* stay in touch with each other

The e-lists are not for:

* advertising volunteer or trustee roles. Please do this on our volunteering platform [Looking for volunteers](https://www.communityworks.org.uk/volunteering/looking-for-volunteers/) where hundreds of people are actively looking for volunteer roles.
* distributing campaign emails, leaflets, petitions or other such materials without our prior agreement

**How do they work?**

Well, it’s as simple as sending any other email message. Just write your message and email it to whichever list you are subscribed to, for example, members@lists.communityworks.org.uk

Your message then goes to everyone subscribed to that e-list, which could be hundreds of people.

This only works if you are a subscriber. To check which e-lists you’ve signed up to contact us at info@communityworks.org.uk

**Reply or reply all?**

If you ‘Reply’ this goes only to the person who sent the message.

If you ‘Reply all’ this will go to the hundreds of subscribers on that e-list.

So, it’s up to you whether to have a private conversation or a public one. Conversations are good, but only if the information you are sharing is useful to lots of people.

**Too many emails?**

Yes, we know email groups can get a bit overwhelming sometimes, so we suggest the following:

* Set up an email folder for all the messages to land in and read them when you’ve got time, maybe once a week
* You could set up an email rule to move messages to this folder automatically, keeping them out of your inbox
* Just delete anything you’re not interested in
* Subscribe to our monthly newsletter instead

Just email us on info@communityworks.org.uk if you have any questions.