**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.

**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.