

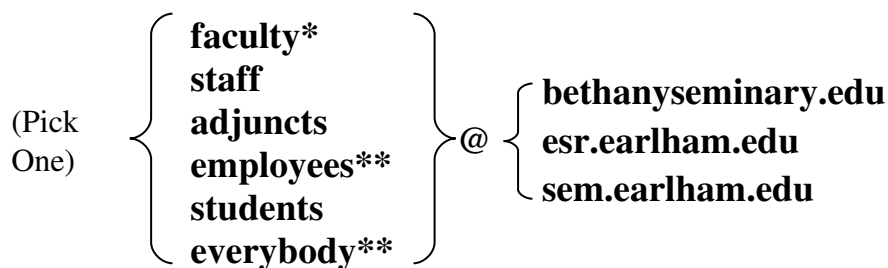
Email lists at Bethany and ESR

Please distribute this information freely among seminary employees. However, to minimize unwelcome postings to our lists, do not share it with the public or with outside organizations. “Desirable” postings from outside can always be forwarded by an employee. Per our [Computer Use Guidelines](#), students cannot send messages to any of the employee lists except when they are acting as or on behalf of an employee.

How to use the seminary email lists

There are 18 possible lists for employees and students at the two seminaries. These should cover most combinations of people. Please try to use the appropriate list for your intended audience. *Normally you should not have to send to more than one list at a time.* Also try to avoid adding more than one or two outside recipients to list postings, since the spam filtering on these lists is rightly suspicious of email with a long list of recipients.

All our lists are all of the form: **population@domain** so you really only need to remember six populations and three domains. To decide which of the eighteen lists you want, pick one of the six populations and one of the three domains. It may help to visualize this diagram:



* People who attend faculty meeting

** Population includes all of the populations listed above it

Here are some examples of how the system works: To send an email to all the faculty, staff, students, & adjuncts of both schools, address it to **everybody@sem.earlham.edu**. To send an email to just the faculty, staff, & adjuncts address it to **employees@sem.earlham.edu**. To send an email to all the students of both schools address it to **students@sem.earlham.edu**. To send an email to all the employees (faculty, staff, & adjuncts) of Bethany, use **employees@bethanyseminary.edu**. To send to the entire ESR community (students, adjuncts, faculty, and staff) use **everybody@esr.earlham.edu**. To send to the faculty of both schools use **faculty@sem.earlham.edu**. And so on.

When Replying

When you reply to a message sent via a list, the reply will go only to the individual who sent the message. If you want to send to the entire list do a “reply to all.” Check the To: and Cc: fields of your reply carefully to make sure your messages is going to the group you intend, and alter them as desired. For example, someone might send a message to **everybody@sem.earlham.edu**. If you only wanted your reply to go to Bethany students, you could do a “reply to all” and then change the To: field to **students@bethanyseminary.edu**.

Who do I contact if I have a question?

Please contact the [SCS Helpdesk](#) with questions or problems with the seminary email lists.