Interact Etiquette Guide

Member Discussion

1. State concisely and clearly your topic of conversation in the subject line.
2. Any time you reply to a message, you will need to reenter the name of the list you intend to email, AEHIS@interact.aehis.org, for example. If you do not reenter the list name, you will only reply to the individual sender of the previous email. Take this moment to consider if the content of your reply will benefit the entire list!
3. Include the relevant portions of the previous email(s) in your replies. As emails bounce back and forth and discussion grows, your reply emails will grow longer and longer. While writing your email, please delete previous emails to help contain the length and size of email threads.
4. Avoid messages that contain single phrases such as "thanks", or "you too", or as we get closer to our Fall and Spring Forum events, "see you soon!". These are great to send and receive as a private reply, but clog up the email boxes when sent to everyone.
5. If you are a member of several Interact lists, please find the most appropriate one to post your message or question on. Do not spam multiple lists.
6. Do not flame, insult, or engage in personal attacks towards other members. Any member engaging in this behavior will receive a warning and their account will be flagged. Any further infraction of Interact policies will result in a month-long ban from Interact.
7. Do not submit commercial advertisements, spam emails, chain letters, job inquiries or other items to Interact. Any member engaging in this behavior will receive a warning and their account will be flagged. Any further infraction of Interact policies will result in a month-long ban from Interact.

Email Formatting

1. Include a signature tag on all messages that lists at least your name and organization. This helps identify members in a lengthy discussion.
2. Do not send attachments. Many of these emails will not reach their intended recipients due to security features standard in most health organizations. If you would like to include attachments, encourage members to email you privately to receive attachment items.
3. Do not send administrative messages or requests through Interact. If you are having trouble using Interact, have questions about Interact, or would like your digest settings altered, please contact Zach Donisch at zdonisch@chimecentral.org for resolution.
4. Interact is designed to eliminate Out of Office replies. However, setting up a rule in your email client to ignore replying to Discussion List emails is highly encouraged.
5. Do your best to use proper punctuation and grammar. Avoid typing in capital letters - many people interpret sentences in capital letters as using a raised voice or yelling.

Removal from *Interact*

1. If you would like to be removed from an Interact list, contact Zach Donisch at zdonisch@chimecentral.org. You will be removed within two business days. You can also click the link provided at the bottom of every Interact email and modify your settings for self-removal.
2. If you would like a digest version of Interact where all discussions are consolidated into a single email, please click on the link at the bottom of any Interact email to edit your settings.
3. If your access to Interact is suspended for violation of our policies, you will be notified at the time of the suspension. Decisions to suspend access to Interact are final, and will not conflict with your membership status.
4. AEHIT, AEHIS and AEHIA may remove a member from any list at any time, and will do their best to notify that member of their removal. This removal does not conflict with membership status.