



# International Trombone Association

*Dedicated to the Advancement of Trombone Performance, Pedagogy, Literature and Research*

## **ITA Email List Instructions**

### **WHAT IS AN EMAIL LIST?**

ITA uses private email lists to facilitate communication between committees. By sending one email to the list, your message automatically forwards to everyone else subscribed to the list. In addition, the "reply-to" function is set as the list, rather than the individual who sent the message. In that way, all replies are also sent to the list.

### **POSTING A MESSAGE**

ITA Lists are always private in order to stop SPAM and to keep your personal email address confidential. The system will only accept emails from people who are authorized to send to the list.

e.g. the email address [steven@trombone.net](mailto:steven@trombone.net) is subscribed to the list. But if I sent an email from my AOL account at home [steven@aol.com](mailto:steven@aol.com) this message will be rejected because it has not been sent from [steven@trombone.net](mailto:steven@trombone.net)

If you use more than one account, or have email forwarded to a personal account, it is important that all your email addresses are subscribed so that you are able to send and receive list messages between locations.

### **REPLYING TO A MESSAGE**

Even though messages to the list show the sender's email, it is important to remember that replies are automatically sent to everyone on your list. Email messages contain a "reply-to" field that tell your software where to send replies - this "reply-to" field is always set to the list email address and NOT the senders email address.

You could carry on what you believe to be a private conversation with a fellow list member whilst all your correspondence is being seen by other list members. If you want to correspond on an individual basis, create a totally new message direct to the individuals email address and NOT via the list.

You can tell if the email is coming via the list because the subject header contains the list description in the header

e.g. all emails sent to the Research Committee at [research@ita-web.org](mailto:research@ita-web.org) contain [research] at the start of the subject line followed by any other subject text. Board of Advisors start with [boa] and Past Presidents [pastpres]

Also, you will receive copies (from [ita-web.org](http://ita-web.org)) of any messages you send to the list.

### **MEMBERSHIP**

The membership of the list are determined by the committee personnel (appointed by the ITA President). If you wish to change your email account or add more addresses, please contact [steven@trombone.net](mailto:steven@trombone.net)

### **VIRUSES & ATTACHMENTS**

Unfortunately, it is virtually impossible to stop viruses being sent. By having private lists, you are protected from external messages, but if a list member contracts a computer virus, a message could then be unknowingly sent to the list. Please be vigilant with messages you receive, do NOT open messages that contain strange attachments. If you are unsure, do NOT run or click the file but ask for confirmation from the sender first. It is best if you use suitable virus software to scan all your messages on delivery. Update your virus software regularly!

Wherever possible please do NOT send attachments. It is always preferable if you can include the text within the body of your email. If you do need to send an attachment, make it clear in the message what you are attaching and why. On receipt of an attachment, please check the final 3 letters of the file name. Do NOT open files that end .exe, .scr, .pif, or .bat - these are commonly viruses

Adobe Acrobat files end with .pdf  
Microsoft Word files end with .doc

If you have any questions or problems, please contact Steven Greenall via email: [steven@trombone.net](mailto:steven@trombone.net)