

## ABOUT ALLSOAR8 EMAIL

Emails may get "stuck" in the SOAR8 Mail List system and not get sent. Here are some things to know to make this easier:

- ONLY email addresses that are members of a mailing list can send/receive in that mail list. This means that only an email address that is signed up to the ALLSOAR8 mail list can be sent to the ALLSOAR8 group. This is the same for ALL mail lists in the SOAR8 Mail Lists system. For example, only members of the Funded Chairs email mail list may send emails to that email group. If an email address is not a member of the IGOR mail list, it cannot send an email to the IGOR email group.
- ONLY one “**mail list**” email address can be entered in the “**To**” box when sending a message to a mail list’s email group. **DO NOT enter more than one email address in the “To” box or use the “cc” or “bcc” with other email addresses.** This will **stall the system** and all other messages to other mail lists will be stuck and not delivered.
- A message that has been sent by a mail list's member will also receive the email. This means when someone sends an email to ALLSOAR8, they too will receive that email. Therefore, there is no need to send a copy to oneself. **Remember, NO adding a “cc” or “bcc” to yourself or anyone else.**
- Members in the email list may send/receive. Non-members are blocked. Blocked senders are notified that their message was not sent.
- Very large attachment files (such as the assembly packet, hosting manual) sent to an \*@oaregion8.org email address may not be forwarded to their personal email address if the file is too large. If you need to send a very large file, send it, then send a separate email to the intended recipient asking them if they received it. If not, this means they will need to log in to IONOS Webmail to retrieve the attachment.
- Yahoo’s email servers block mail list email messages (a.k.a. listserv email). The workaround is to add the Mail List’s email address into your Yahoo’s contacts (address book). Then Yahoo should allow the Mail List’s email messages through. If messages are still not being received in Yahoo and are not in the Spam folder, then it is suggested to create a new email account in Gmail or some other email provider.