



Knights of Columbus Transfiguration Council 10362

Instructions & Guidelines for Using KofC “Yahogroups” E-Mail

The purpose of our KofC “yahogroups” is to provide an efficient means of e-mail communication throughout our entire Council.

All requests for subscribing to “yahogroups” must be approved by the group moderators and/or the Grand Knight. Once approved for membership, brother Knights must follow a simple sign-up procedure (instructions below) and are then able to send and receive e-mails to all other subscribing Council members via one address. Please note, however, that all sent messages are “moderated” for appropriate content, security & protection of our members. This screening function is handled by 2 (or more) Council members, officers or program directors and messages are, normally, released the same day they are sent.

The following is a list of guidelines for the appropriate use of “yahogroups” e-mail:

- E-mail is to be used (sent) only by subscribing Council members
- E-mail is to be limited to “official Council business”, generally defined as any communication regarding Council meetings, programs, Degree dates/announcements, elections, Council events/activities & reminders and membership information
- E-mail replies, usually, need to be directed to the sender only... unless a “Reply All” is, otherwise, necessary or requested
- E-mail & content considered “inappropriate” or “unacceptable” (and, therefore, may not be released for forwarding) include (but not limited to):
 - Political statements, announcements or solicitations
 - Commercial info or advertising
 - Editorials (personal or passed on)
 - Chain letters/e-mails of any type
 - Jokes, stories, puzzles, etc.
 - Pictures, cartoons, slide shows, etc. that are not, specifically, of Council events & activities
 - Inflammatory comments, reprimands, non-constructive criticism or mean-spirited messages of any type
 - Family announcements (excluding births or deaths of Brother Knights & immediate family members)
 - Personal solicitations of any type

Sign-Up Instructions for KofC Yahoogroups:

1. Send an e-mail to kc10362-subscribe@yahoogroups.com identifying yourself by name (as some e-mail addresses do not identify the sender and only addresses from known senders will be cleared & set up)
2. Await for reply that you have been set up as a yahoogroups member/subscriber
3. Once set up, to send a message, address it to kc10362@yahoogroups.com
4. If, for some reason, you choose to leave or unsubscribe to yahoogroups, send a blank e-mail to “kc10362-unsubscribe@yahoogroups.com”