

How to send authorized emails to your Dada Mail e-lists

It's as easy as one-two-three:

1. Compose a new message in the ordinary way, using your hotmail account or Outlook Express or any email program.
2. Write the message in HTML format (rather than plain text format).
3. Send it to only one address, i.e., your e-list's address.

If you use email "stationary" (i.e., a background image) or if you include photos in the text of your letter, this will show up in the message body.

You can also send attachments, such as photos, PDF files, and other documents.

Be Alert – Follow these 2 rules!

#1: Send *only* to one address, i.e., the e-list address. LEAVE THE CC FIELD BLANK or else the email will be duplicated as many times as there are members on the distribution list. If you must send the email to someone who's not on the list, use the BCC field or forward it to them separately.

#2: DO NOT FORWARD MAIL to your e-list unless you first remove all graphics. Instead, copy the text and paste it into a new message. (Shortcut: Ctrl-c will copy text you highlight; use Ctrl-v to paste.) Here's an example of what could happen if you make this mistake:

The screenshot shows an email interface. At the top, a blue header reads "United States Coast Guard Auxiliary America's Volunteer Lifesavers™" and "Flotilla 77 NEWS - Somewhere Near Tampa, Florida". Below this is a red banner: "U.S. Coast Guard Auxiliary Division 7 Florida - District 7".

The main content area shows a forwarded message. It has a similar header: "United States Coast Guard Auxiliary America's Volunteer Lifesavers™" and "Division 7 NEWS". Below that is another red banner: "U.S. Coast Guard Auxiliary Division 7 Florida - District 7".

Under the forwarded header, it says "See also:" followed by a broken image placeholder: "[Unable to display image]". Below this is the text: "blah blah blah text of the original letter would normally be here."

Further down, it says "The quick brown fox jumps over the boat and lands in the water and discovers it doesn't know how to swim. Blah blah I'm just making up anything to fill in this example of what would happen if you forwarded an email that you've received from another e-list in our division."

At the bottom, it says: "As you can see, it is a far, far better thing that we do for our readers if we copy the text from the original mailing into a new email before sending it to another e-list. *smile*"

On the left side of the screenshot, there is a sidebar with links: "See also:", "Division 7 Website", "Flotilla 72 Roster", "Can't log on to Division 7's website yet? Register your password!", "Division 7 Auxiliaries Webpages (members only)", "Home Page", "Can't log on to Auxiliaries Webpages yet? Register your password!".

