

## English UK Yahoo forum – a user's guide

Membership of the English UK Yahoo group forum is limited to staff at English UK member centres and the association's secretariat.

The English UK e-forum is primarily intended to be a means for members to communicate with one another. English UK staff also subscribe to the forum in order to keep up to date with the issues members are raising amongst themselves. Subscribers can discuss a variety of topics ranging from developments in national policies linked to the ELT sector to day-to-day advice and tips on the running of an English language centre.

Forum messages should be treated as confidential and should not be circulated to anyone outside the English UK membership.

Messages posted on the forum cannot be moderated by English UK staff. As a result, members are advised to consult the following hints and tips to ensure that the forum can continue to be a useful resource for all English UK members to enjoy.

1. Avoid posting unnecessary messages  
Whilst it may be a polite gesture, please avoid posting one line messages such as "Thanks" or "OK". Many subscribers receive messages as and when they are posted – tail-end messages clog up inboxes.
2. Where appropriate, reply to postings off the forum  
If posting a specific question or request, ask for subscribers to contact you directly off forum and clearly specify which email address to send correspondence to. Consequently, when messages request for replies to be sent "off forum" to a specific email address, please do so. This prevents subscribers from being bombarded with unnecessary postings. An example may be a request for interested parties to advise regarding availability of a particular course for an agent or individual.
3. Choose your words carefully  
Review your messages before posting them. Ensure that what you are writing is not slanderous, libellous nor offensive. By all means use coded vocabulary to convey your point but do not be explicit in degrading agents or other associations etc.
4. Invite subscribers to receive to your warnings  
If you would like to warn fellow members about the perils of a certain agent or a serious debtor, request that subscribers contact you directly. Use the format:  
Subject: *-agent name-*  
"Please call or email me if you would like to share information about this agency  
(remember to include your contact details)"
5. Change your subscription settings to suit you

The Yahoo forum has three different mailing settings. You can choose to have messages sent to your inbox as and when they are posted or you have a daily digest. Alternatively you can choose to have no emails sent to your inbox – this will require you to login into the forum on the Yahoo website. You will need to create a Yahoo identity in order to log into the Yahoo website. To change the frequency of the messages you receive, either login to the Yahoo groups website yourself (<http://groups.yahoo.com>) or email [info@englishuk.com](mailto:info@englishuk.com) and we can change this for you.

6. Check you are using up-to-date email addresses  
Make sure you choose email addresses that are regularly checked. Unfortunately we cannot accept generic email addresses such as [info@yourcentre.co.uk](mailto:info@yourcentre.co.uk).
7. Alter your inbox or server settings to accept messages  
In some cases, your spam filter may capture the Yahoo messages by mistaking them for junk mail. If this is the case, you will need to change your settings and release trapped emails. If you aren't receiving any message – perhaps due to bouncing messages – contact [info@englishuk.com](mailto:info@englishuk.com).
8. Post messages from the email address you receive them from  
If you wish to post a message on the forum, you must make sure that it is from one of the subscribed addresses that receives messages. If you want to change the addresses that are linked to your centre, contact [info@englishuk.com](mailto:info@englishuk.com).
9. Save time - post direct  
For speed and convenience, you can post messages without logging into the Yahoo forum. Simply email your thoughts or points to [EnglishUK@yahoogroups.com](mailto:EnglishUK@yahoogroups.com).

If you have any further questions or comments, please contact [info@englishuk.com](mailto:info@englishuk.com).