

## BCO Mailing Lists

As an efficiency improvement, we have introduced two centralised mailing list addresses:

[committee@bristolconcertorchestra.org.uk](mailto:committee@bristolconcertorchestra.org.uk)  
[members@bristolconcertorchestra.org.uk](mailto:members@bristolconcertorchestra.org.uk) (includes the committee members)

These have been set up on the mailing list facilities of the University of Bath.

### What is a mailing list?

A mailing list is a distribution list allowing a group of subscribers to automatically receive by e-mail all messages sent to the list name. Every message sent to the list address by a subscriber is received by all the other subscribers of the list.

### How does this help BCO?

From a committee point of view, it eliminates the need for each committee member to maintain his/her own personal distribution lists of e-mail addresses (of both committee and ordinary members) and all the synchronization issues that entails.

From a BCO membership point of view, it introduces the possibility of members posting messages to all the other members by using a single e-mail address (i.e. the mailing list address).

Please note that for technical reasons only committee members can post to the committee mailing list. If a BCO member wishes to send a message to the whole committee, they will need to send it to an individual committee member first (asking for it to be forwarded to the committee list).

### How will I recognise a message sent via the mailing lists?

It will have one of the 'tags' [BCO Committee] or [BCO News] at the start of the subject line.

### How do I subscribe to the lists?

This has been done for existing members, using the current distribution lists to get things going. For additions, deletions and updates please send a request message to Phil Ellwood or Tim Barrett.

### Will I be at more risk from viruses, spam, and so on?

Not at all: the mailing list environment is very secure and in fact introduces an additional layer of protection. Further, only registered BCO subscribers can send messages to the BCO lists.

### Are there any Do's and Don'ts for this new facility?

- Use the lists only for genuine BCO-related messages. We don't want anyone to feel that they would like to leave the distribution list because of nuisance messages.
- When doing a 'Reply All' to a message distributed by one of the mailing lists, it is good etiquette to delete the original sender's address from the 'To' box of the reply message before hitting the Send button. He / she will get the reply via the mailing list address anyway!

If you have any more questions: please ask.

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