



My Bar Access Discussion Guidelines

Every member group has its own **discussion** functionality -- a way for members to instantly connect via web-enriched e-mail messaging. **Discussions** (formerly known as listservs) allow you, as a user, to interact with fellow practitioners and utilize colleagues as resources.

Discussion tips:

- Information posted in a member group's **discussion** and **resource library** **IS VIEWABLE BY THE PUBLIC**.
- A discussion poster can share his or her discussion question/post with any **My Bar Access** member groups to which he or she belongs.
- All attachments included in a discussion post are automatically added to the associated member group's **resource library**.
- There is spell check available for discussion posts, located in the editing toolbar.
- Reply to Discussion vs. Reply to Sender. Only send a post to the entire list ("Reply to Discussion") when it contains information everyone can benefit from. Send posts such as "thanks for the information" or "me, too" to individuals ("Reply to Sender").

Discussion settings:

When you set up your "My Subscriptions" portion of your **My Bar Access** profile (My Profile > My Subscriptions), you can choose how often you wish to receive notification of member group discussion posts. Options include:

- Real-time: You receive an e-mail for each post made in your member groups. You must login to **My Bar Access** to respond to the **discussion** thread.
- Daily Digest (recommended): You receive a single e-mail each day which includes every post to the **discussion** group for the previous day. Daily digests for multiple groups cannot be compiled. You must login to **My Bar Access** to respond to the **discussion** thread.

*For example, if you are a member of the **My Bar Access** Access to Justice and the Young Lawyers Division member groups -- you will receive a digest for each group.*

- Legacy (most like a traditional listserv): You receive a message for every post in real-time. The Legacy options are plain text format (no HTML) and allow you to respond to a message, or create one, from an e-mail client as opposed to being logged into **My Bar Access**. This option does not allow attachments.
- No E-mails (Opting out of e-mail delivery. Not recommended): You will have to login to **My Bar Access** every time, to view **discussion** posts.

Discussion etiquette:

- State concisely and clearly the topic of your comments in the subject line.
- Include only the relevant portions of the original message in your reply. Delete any header information and put your response before the original posting.
- Only send a message to the entire list ("Reply to Discussion") when it contains information everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals -- not to the entire **discussion**. Do this by using the "Reply to Sender" link to the left of every message.
- Do not send administrative messages, such as "remove me" from the list. Instead, use the web interface to change your settings. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- Warn other **discussion** subscribers of lengthy messages, either in the subject line or at the beginning of the message body, with a line that says "Long Message."

Discussion rules:

- Information posted in a member group's **discussion** and **resource library** **IS VIEWABLE BY THE PUBLIC**.
- Post your message or documents only to the most appropriate **discussions** or **resource libraries**. Do not spam several lists or libraries with the same message.
- Do not challenge or attack others. The **discussions** and comments are meant to stimulate conversation, not to create contention. All defamatory, abusive, profane, threatening, offensive or illegal materials are strictly prohibited. Do not post anything you would not want the world to see or you would not want anyone to know came from you.
- Do not post commercial messages on any **discussion** list, **resource library** entry or area where others might see it. Contact people directly with product and service information, if you believe it would help them.
- Use caution when discussing products.
- Remember other participants have the right to reproduce postings to this site unless you specify otherwise.
- All messages must add to the body of knowledge. The Massachusetts Bar Association reserves the right to reject any message for any reason.