

SET E-Mail Information

Dr. Edelbach Revised: Sep 3, 2014

Keep the following rules in mind when sending e-mails in this class.

1. Make certain to put either **SET A** or **SET B** into the "**Subject**" field of all SET emails PLUS always include a few key words relating to the message in the "**Subject**" field such as: **SET A - DID, BT2, PP outline** .
2. If you are sending something to edelset-l@tcnjlists.tcnj.edu, make certain that the message is intended for everyone in both SET classes.
If the message is personal, please send it only to the correct person or to me at edelbach@tcnj.edu.
Do not hit either "**reply**" or "**reply all**" without checking to see to whom the message will be sent.
4. Copy all DID emails sent to me to all of your team mates.
5. **It is expected that all email exchanges will be conducted in a civil and respectful manner.** No "venting" is acceptable. Check the addressees and content of your emails carefully **BEFORE** hitting the "Send" button.
6. If you drop this course, you can remove yourself from the SET list by following directions here: <https://tcnjlists.tcnj.edu/mailman/listinfo/edelset-l>

SET Email Archives -

All emails sent to the SET list are archived. Unfortunately, "Mailman", the program which archives emails, is not convenient to use the first time.

The first thing which must be done is to get the password "Mailman" assigns to you for that list.

This is done by sending an email to edelset-l-request@tcnjlists.tcnj.edu

The word "**password**" should be in the "**Subject**" line, without the quote marks, and the body of the email be left blank.

Your PW will be automatically sent to you by Mailman."

Removing your name from SET email list:

Follow the directions at the bottom of this page

<https://tcnjlists.tcnj.edu/mailman/listinfo/edelset-l>

MSWord File Names:

When preparing work in MSWord, please follow these guidelines:

1. When assigning a file name to any file, make certain that it is descriptive.
2. For example:

A-Jones-GED 2-TL.docx or **A-Jones-GED 2-DPP.ppt**

A = SET class - either **A** for 8:30 am or **B** for 10 am

Jones = Your last name

GED-2 = [DID team identification](#) if this is a DID assignment

TL = specific name of assignment being submitted