

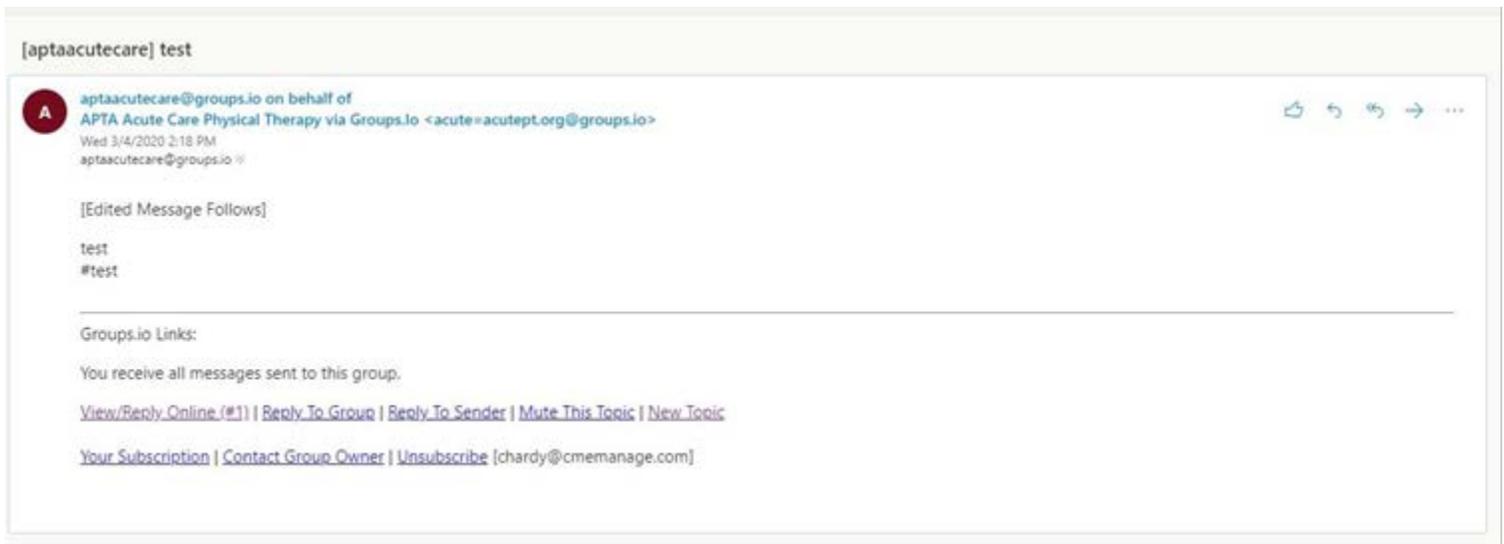


# ACADEMY OF ACUTE CARE PHYSICAL THERAPY

## Navigating the Groups.io Listserv Through Email

- You can visit your group, start reading messages and posting them here: <https://groups.io/g/aptaacutecare>.
- The email address for this group is: [aptaacutecare@groups.io](mailto:aptaacutecare@groups.io). Please use this email to post new topics. Please also add [aptaacutecare@groups.io](mailto:aptaacutecare@groups.io) to your safe sender list in your email contacts.
- Hashtags: Used to organize and follow topics, and contribute to a conversation.
  - Can simply be applied to a message by typing it into the subject line.
    - Typing a hashtag into a subject line will create a new hashtag for the group if it did not exist before.
  - Please limit to five hashtags per topic.
  - Common hashtags:
    - *Muting*: Stop receiving messages tagged with that hashtag.
    - *Reply to*: This will override the group's "reply to" setting. Example: If a hashtag is set to "reply only to sender", all responses will go privately to the sender and not to the group.
    - *No email*: Messages with this tag will not be emailed to the group.
- Following Topics
  - You can choose to follow certain hashtags and topics and specify a time duration for it.

## Here's what your email built in Groups.io will look like:



## Navigating the Groups.io Listserv Through the Website

- Subscription Options
  - Allows you to control how many emails you receive from your group.
    - To change subscription preference, go to your “Subscriptions” page and then click the link in the “delivery” column for the group you want to change.
  - Email Delivery Options:
    - *Individual messages*
    - *Full featured digest*: will group the days messages into batches of 12 and send each batch when the twelfth is posted. The digests include the full text of each message, omitting any quotes of prior messages. They also include at the top a list of the enclosed topics, clickable as links to take you to that topic.
    - *Plain Digest*: works the same way as a Full Featured Digest but is sent as a text/plain email message with no clickable links.
    - *Daily Summary*: sends a once-daily list of topics posted that day. Different from digests because the summary does not include the text of any of the messages, only the list of topics.
    - *Special Notices Only*: sends only those messages which a moderator has designated as a “Special Notice”.
    - *No Email*

## **Listserv Netiquette Top Ten List**

### **1. Remember you are interacting with people.**

Because you only see letters stringing across a screen, it is easy to forget, even ignore, that a person sits on the other side of the network. Over the Internet, you should consider yourself as having a face-to-face conversation with someone in a crowded room. Always remember behind every email address is another person.

### **2. Differentiate between public and private messages.**

The listserv is public space. Personal messages, such as criticism of a person's writing style of new scarf should be sent to that person only, if at all. To broadcast such messages on the listserv can embarrass and anger people unnecessarily.

### **3. Listserv messages go to the entire list.**

Remember, if you reply to someone who sent a message via the listserv it goes to that person- and everyone else on the list. Double check the To: line at the top of your email before clicking send.

### **4. Make the subject lines descriptive.**

People should have a flavor of the message from glancing at the subject line. "Acute Care Question" is not as good as "Early Rehab Protocols for CVA." before clicking send.

### **5. Sign your postings.**

It is good practice to include a few lines at the end of your message indicating your name, credentials/title, practice facility, and e-mail address.

### **6. Be brief.**

Say your say succinctly. It will have a greater impact and more people will read it.

### **7. Write clearly and logically.**

Simplicity of expression usually is best.

### **8. Be prudent with speculation.**

On the internet, rumor can grow extravagant and spread like fire. Remarks beginning with, "I have a feeling that . . ." or, "I think that . . ." are usually suspect. Provide evidence and references to support your ideas.

### **9. Be cautious with humor and sarcasm.**

Typed language is naturally colder than spoken language, because it is stripped of voice inflections, body language, and other non-verbal cues. Quite easily, humor can be taken as insult, especially if subtle. Some users prefer to use symbols that hint at tone (emoticons), but it is safest to frankly note satirical messages.

### **10. Email listservs are as good, and only as good, as the subscribers make them.**

Lists work best when people bring fresh knowledge and ideas to the table. New ideas can stimulate discussion. Trivial or inane comments often kill discussion. Write meaty, thoughtful things, backed up with evidence, and everyone will benefit from the list.

*These were adapted from the American Association of Critical Care Nurses and the Section on Geriatrics, APTA.*