

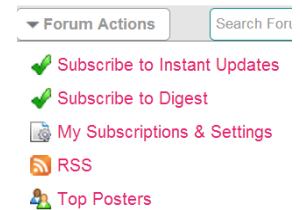


How to Use RCI's List Serve


Instructions

Subscribe to Category Group Feeds


- From the List Serve page under *Member Resources*, click on the category you would like to subscribe to (Chocolate Production, Marketing & Merchandising, Business Owners).
- At the top of the page select *Subscribe to Instant Updates* under the Forum Actions dropdown menu. You will now receive instant updates to your email when there is an initial post in this category. To see replies to the post, you will need to subscribe to the thread of that specific post.



Post a Question on the List Serve:

- From the List Serve page under *Member Resources*, click on the category group (in pink) you would like to ask a question (Chocolate Production, Marketing & Merchandising, Business Owners).
- Click on  New Topic.
- In the subject line write your question topic (i.e. Labeling, Nutrition Info, etc.).
- Type your question in the content box and attach a file or video, if applicable.
- Click Submit Post.
- You will automatically be notified via email when another RCI member replies to your question.

Respond to a Post:

- If your answer is beneficial to all members of the group, click  Reply from the top menu.
- You may link to videos, files and images in your reply, if needed.

Unsubscribe from Category Feeds

- From the List Serve under *Member Resources*, click on the category group you would like to unsubscribe to (Chocolate Production, Marketing & Merchandising, Business Owners)
- At the top of the page select *Unsubscribe from Instant Updates* under the Forum Actions dropdown menu.

List Serve Etiquette

When using the RCI List Serve, please follow these etiquette tips:

- In the subject line, state concisely and clearly the topic (i.e. How to Temper Correctly, Hiring Quality Employees).
- Only send a message to the entire list when it contains information that everyone can benefit from. If it is specific to the original sender, then contact the sender directly via email.
- No commercials or advertisements allowed.

Questions? Call the RCI office at 800-545-5381 or email info@retailconfectioners.org .