**Google Group Etiquette**

**The purpose of our Rolling Ridge Estates Google group is to share interesting, important and timely information related to Rolling Ridge.** In order for a Google Group to run smoothly, participants must follow certain rules of etiquette to avoid unnecessary problems and conflicts.

* To respond to an email thread, click reply without changing the subject line.
* Please don’t use an existing email and subject line to start a new topic. Likewise, don’t use an existing email and change the subject line to start a new topic. This can be very confusing to the readers. Create a new message for a new topic.
* If you are responding to one person specifically, email them directly and not the entire list.
* Send messages such as “thanks for the information” or “me, too” to individuals–not to the entire list.
* In the interest of preventing an undue and unwelcome volume of messages, please do not use the Google Group for messages intended for only one or a small number of members, but rather use communications directly to the relevant members
* Respect the time of other members in the group. Avoid any unnecessary chatter. Be mindful not to fill up people's inboxes.
* Do not send messages that are vulgar or uncivil.
* Do not personally attack others.
* Limit postings to items that will be useful to the majority of the list members.
* Do not use the Google Group as a solicitation forum for your business. However, in response to a request, a quick note offering your services and contact information is appropriate.
* Do not share the email address of other list members, without prior consent.
* Do not share personal content from other members' posts without prior permission from the original poster(s).
* This is not intended to be a sales group, please limit items for sale to the occasional offer.

If you are overwhelmed by the number of emails, you can subscribe to the “daily digest” and get them all in one email/day. The link to do this is at the very bottom of every email. There is also a link to unsubscribe to the list entirely.

If you go to the Google Group page, you can search for past email topics (ex. house cleaner, plumber, landscaping, babysitting, etc.). Please do a search before you send an email – you might just find all the answers you need.

**The Managers, after fair warning, reserve the right to suspend membership for anyone who repeatedly violates one or more of these rules.  The Managers reserve the right to modify these guidelines.**