

SETA E-Mail Guidelines
Presented to Area 67 for approval July 10, 2011

1. Background

In 2009 an ad-hoc committee was established to draft and propose guidelines that “address any and all SETA electronically posted and transferred information.” Over the course of yrs 2009 and 2010 the committee reviewed existing SETA guidelines and GSO’s “Guidelines for Internet (MG-18)”. Recommendations have been presented to the Assembly in workshop format on several occasions, resulting in the ratification of the job description for the IT Committee Chair and several “guidelines” recommendations which had yet to be approved.

With the election of a new Chair to the IT committee, and as the ad-hoc committee had already spent a considerable amount of time on this task, the ad-hoc committee was disbanded and their work was passed on to the IT Committee for further review and finalization. Upon review, the IT committee determined that the “guidelines” task should be broken down into smaller sections and addressed over the course of year 2011 with the intention of being able to provide an IT Guidelines booklet going into year 2012.

This proposal presents the E-Mail portion of such guidelines to the Area Assembly for approval and adoption.

2. Proposal

Move that Area 67 adopt the content of Section 3 in its entirety as recommended guidelines pertaining to E-Mail:

3. E-Mail Guidelines

This section describes the use, management, and support of the SETA e-mail system and provides guidance with respect to addressing, content, anonymity, and general email usage.

While the SETA IT Chair is ultimately responsible for the SETA E-mail system, within the SETA IT Committee, this responsibility is normally delegated to a “Postmaster” position within the IT Committee.

a. Distribution Lists & Addressing

i. Anonymity

“Electronic mail is a widely used and accepted method of communication. It is now used regularly as a service tool in A.A., but as with any service, we need to ensure the Fellowship’s Traditions are maintained while still receiving the most benefit from this form of communication.

When using e-mail it is necessary to consider the anonymity of the recipients of messages. Sending messages to multiple recipients that disclose the e-mail addresses of everyone on the addressee list is a potential break of someone else’s anonymity. Therefore it is a good idea to obtain the recipient’s explicit permission before using his or her personal e-mail address for A.A. correspondence.” [MG-18]

When possible, use an individual’s SETA-provided email address. This will help ensure the privacy of members’ personal email addresses. When corresponding with individuals who do not have a SETA provided email address, please pause to consider the possibility of your message being distributed outside of an A.A. context. You may take into consideration the suggestions described below regarding usage of the TO:, CC:, & BCC: address blocks. When in doubt, use the BCC: section.

ii. Broadcast Announcements and Virtual Discussions

In general, there are two ways in which e-mail is used in our organization: broadcast announcements and virtual discussions.

1. Broadcast Announcements are e-mails that are usually of an informational nature, are sent out to a group of people, and usually don’t require any sort of reply or response. Examples of these are the sending out of a meeting announcement, flier, newsletter, and minutes. In general, a broadcast is one-way.

2. Virtual Discussions consist of an e-mail “conversation” in which a message is sent out often soliciting a response. A common example is when several people are attempting to schedule a meeting time and place.

iii. Should I use TO:, CC:, or BCC: ?

1. messages being sent for informational purposes only (i.e. announcements, fliers, minutes, etc) should be sent via BCC
2. messages being sent which are intended to be part of a “discussion” between a group of individuals should be sent via TO and CC so that members can “reply all” and conduct a virtual discussion
3. always be aware that an individual’s anonymity can potentially be violated by the “reversal” of their email address. if you are in doubt, please use the BCC

iv. Reply & Reply All

Users sometimes get confused by when to use the “Reply” vs. the “Reply All” option when responding to an email message.

The “Reply” option is used when you want to reply only to the sender of a message. The “Reply All” option is used when you want all of the recipients of the original message to also see your reply.

Please pause before responding to an e-mail message and think about which is more appropriate. It is considered by some to be poor etiquette to “Reply All” unnecessarily as this can needlessly clutter up people’s inboxes. If you are in doubt about which to use, we suggest using the “Reply” option and letting the original sender decide whether your message warrants being resent out to the other recipients.

On the other hand, a common and effective use for the “Reply All” option is in the case of conducting a “virtual” discussion in which all recipients are participating. In this case, it is often more effective to just send your reply out to all recipients rather than waiting for the original sender to forward your response to the rest.

b. Content

- i. Only business pertaining to SETA should be conducted using the SETA email system.
- ii. The SETA e-mail system is not intended to be used for the dissemination of jokes, advertising, inspirational, chain-mail, or any other non-SETA related communication. This includes announcements for meetings and events that occur outside of Area 67.

Prior to sending a message, a simple rule of thumb is to ask yourself if your message pertains to SETA's mission of facilitating A.A. service within Area 67 or of our charge of sending a delegate to the General Service Conference.

- iii. Communication to people outside of A.A. – especially members of the professional community.

"It is strongly suggested that A.A. members not send bulk unsolicited e-mail messages for A.A. service. By doing so, they could be bringing the A.A. name into public controversy and damaging the reputation of A.A. as a whole. It may also be illegal." [MG-18]

GSO suggests sending personalized e-mails one at a time rather than bulk mailings.

- iv. Be aware...

Be aware that many people use various means of spam filtering. So, even though your message is legitimate and not part of a bulk mailing, you may want to also consider having an alternative follow-up plan in case there is no initial response.

- v. SETA Documents

Emails that contain documents such as the SETA roster, meeting minutes, convention reports, etc., that include full names, addresses, phone numbers, and/or other confidential information should include the following disclaimer in the body of the email:

Confidential – Full Names Used

This report is a confidential A.A. document, for members only, since it contains member's full names and addresses. Please treat this information with care to protect the anonymity of the persons listed."

- vi. Financials, minutes, newsletters, flyers, etc.

“Electronic transfer of Area information including financials, Area minutes, newsletters, flyers, committee job descriptions, etc. should follow current established Area practice of not using last names or personal contact information.”

- c. Email Footers & Signatures

- i. Another question that often comes up is that of how to sign off on an email. Except at the public level, A.A. Tradition allows individuals to decide for themselves how to handle their personal anonymity. SETA IT recommends that you sign your emails in whatever manner you are comfortable with. Some individuals may choose to sign with their full first and last names whereas others may choose first name / last initial and still others may opt to exclude their name altogether, using only their service position or simply “a member of A.A.”.

SETA *does* provide this guidance, however: at the public level – i.e. an e-mail message that may end up published in such a way so as to be accessible by the general public, you should avoid using your last name.

Additionally, GSO guidance acknowledges that when communicating with professionals, use of a full name lends credibility to the email and gives it a professional feel. GSO recommends placing the text “(name not for publication)” alongside such signatures.

- ii. Disclaimer

- 1. All outgoing e-mail will have the following text appended at the bottom of the message, below the user’s signature:

Disclaimer: This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of SETA or A.A. as a whole. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

2. The disclaimer will be configured so that it is automatically appended to the end of the message. This should be able to be done through the SETA E-Mail System.

iii. Signature Recommendations

1. Having a signature appended to the end of outgoing e-mail messages lends a professional touch to such messages as well as makes it easier for the recipients to get in touch with the sender if necessary.

Such Signatures can be configured to be automatically appended to the end of the message so that the user does not have to worry about having to write all of that information down for each outgoing message.

2. Our E-Mail system can be configured to allow users to create their own signatures. While our e-mail system is a “closed” system, and because we have position-based e-mail addresses, anonymity is fairly well protected. However, there are those who feel it necessary to protect their anonymity also within the fellowship. Therefore, since SETA e-mail accountholders are able to edit their own signatures, each user is free to disclose as much or as little as they feel comfortable with.

At the minimum, though, a user’s position, the name of SETA, the SETA mailing address, and the user’s SETA e-mail address should be listed.

In the case where users disclose their full name, the GSO guidelines suggest adding the phrase “(name not for publication)” to the end of the user’s name to help make it clear that A.A. members’ names should not be disclosed at the public level.

The next two sections provide examples of e-mail footers that are recommended by the SETA IT Committee.

iv. Signature & Disclaimer Sample #1:

John Smith (name not for publication)
Chair, Information Technology Committee
Southeast Texas Area Assembly
P.O. Box 130433
Houston, TX 77219
phone: (555) 555-5555
email (1): it@aa-seta.org
email (2): john.smith@someserver.com

Disclaimer: This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of SETA or A.A. as a whole. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

v. Signature & Disclaimer Sample #2:

Chairperson, Information Technology Committee
Southeast Texas Area Assembly
P.O. Box 130433
Houston, TX 77219
email: it@aa-seta.org

Disclaimer: This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of SETA or A.A. as a whole. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

- vi. Distribution groups that are intended to be “opt-in” groups, such as the SETA-ANNOUNCE@aa-seta.org group, should be configured so that subscribers can “unsubscribe” from the list. The system should be configured to append unsubscribe instructions to the end of such emails as per the following example:

You are receiving this message because you are subscribed to the SETA-ANNOUNCE list for the Southeast Texas Area of A.A. (SETA). If you would like to be removed from this list, simply send an email to SETA-ANNOUNCE@aa-seta.org with the word “unsubscribe” in the subject line.

The system should be configured such that when a user unsubscribes from an opt-in list, a confirmation of their unsubscription, along with instruction on how to re-subscribe, should be sent back to them as per the following example:

You have unsubscribed from SETA-ANNOUNCE@aa-seta.org. If you would like, in the future, to re-subscribe to this list, send an e-mail to postmaster@aa-seta.org indicating your desire to be added to the list.

vii. Email Client

The term “email client” refers to the software that is used to access your email. Software such as Microsoft Outlook and Outlook Express is commonly installed on many computers and can be used to access an email account. Additionally, many email systems may be accessed through your web browser. Systems such as Gmail or Yahoo mail are such examples. Furthermore, many modern phones and other mobile devices provide yet another e-mail application. All of these are considered to be “email clients”.

SETA’s email system includes its own email client which we will refer to as SETA Webmail. This system is accessible at <http://webmail.aa-seta.org> and provides an interface by which users who have been provided with a SETA e-mail account may both send and receive email related to SETA business using their SETA e-mail addresses.

The SETA IT Committee recommends exclusive use of the SETA Webmail system for all SETA related electronic correspondence for the following reasons:

1. position-based addresses help ensure anonymity
2. if the webmail system is used, correspondence can be saved for archival & historical purposes
3. when a position rotates, the new person has access to older communications that may be helpful; whereas, otherwise, correspondence has a tendency to get lost upon rotation
4. from a technical support perspective, it is easier on the IT folks to troubleshoot one system, rather than having to deal with a wide array of different email clients
5. it is easier for many folks to remember a position rather than an individual’s private email address
6. it makes things easier upon rotation from a management/maintenance perspective in that once everyone is on the system, there are fewer changes that need to be made with respect to updating address lists, rosters, databases, etc.
7. it enables us to have “closed” distribution groups which both cut down on spam and help ensure anonymity

8. training is simplified in that there is only one system to train folks on – again, rather than trying to support multiple systems.

d. Access

It is not necessary to own a personal computer or laptop to utilize e-mail. The SETA Webmail system can be accessed via any computer that is connected to the Internet. Therefore SETA e-mail services may be accessible via the public library, Internet cafes, coffee shops, and anywhere else that a publicly accessible Internet terminal is available.

e. Storage

- i. When possible, the SETA Webmail system should be used and emails should be stored on that system. Avoid storing emails in your personal email system.
- ii. If you do not have a SETA Webmail account, set up a folder in your email system and store all sent and received SETA related email in that folder. This way, when you rotate out of your position, it should be easier to hand your correspondence off to the next person.

f. SETA email addresses

i. Individual E-Mail Accounts

SETA provides generic, position-based SETA-specific e-mail accounts for all SETA officers and committee positions. For example the SETA chairperson has the email account of chair@aa-seta.org. Using the generic, position-based, SETA-specific accounts is valuable from several perspectives. First, it helps to ensure the anonymity of individual members of A.A. Second, it facilitates continuity and communication as the address can, upon rotation, be passed on, thereby maintaining the e-mail identity for the position from one rotation to the next. And thirdly, this helps preserve the history of SETA in that messages can be saved within the SETA e-mail system for future trusted servants and for archival purposes.

The Delegate and SETA Convention Committee accounts are special cases and are handled somewhat differently as follows:

Delegates – As the Delegate is a permanent position within SETA, each Delegate will be provided with a panel-specific address (i.e. delegate-61@aa-seta.org for the panel 61 Delegate). These accounts are provided as lifetime accounts. Upon election, the new Delegate will be provided with a new

account appropriate for his or her panel and should use that address. For simplicity sake, a delegate@aa-seta.org account has been established and this account will be configured to forward to the current delegate's panel-specific address. The alternate delegate will be provided with a delegate-alt@aa-seta.org account.

SETA Convention – Since the SETA Convention moves around the state and there can potentially be several SETA Conventions being planned concurrently, accounts have been established based upon the convention location. This facilitates continuity from convention to convention in that the next Galveston convention chair will have access to the former Galveston chair's communications. It also obviates the need of having to create new convention accounts each year.

ii. E-Mail Distribution Groups

Distribution groups or e-mail lists can be used for broadcasts and discussions within a particular group of individuals. You must be a member of the group in order to post to the group and any post to the group will be broadcast to all members of the group.

When a message is posted to an e-mail group the address of the group itself (i.e. SETA-ALL@aa-seta.org) will appear in the "To:" section of the e-mail header. This ensures anonymity with respect to the addressees. However the sender's e-mail address will appear in the "From:" section of the e-mail header so that recipients may reply to the sender if necessary. Note, however, that due to the "closed" nature of the e-mail groups, the sender's address is protected.

Use "Reply" to reply only to the sender. Use "Reply All" to have your response broadcast to all recipients of the original message.

Committee Groups – As a service to the Area committees, a distribution group has been established for each committee. These committee-specific groups have been created to facilitate communication within the committee. By default, the committee chair, alternate chair, and secretary accounts have been added to these groups. Additionally, per the committee chair's request, the personal e-mail addresses of individuals who serve on the committee may be added to the committee's distribution group. Committee distribution groups will be maintained by the postmaster in conjunction with the committee chairs.

District Groups – Our system allows users to set up and maintain their own contact lists and groups. Some DCM's have chosen to add their GSRs and

other trusted servants to such a list. Similarly to how the Committee Groups are handled, however, distribution groups have been created for the Districts. Again, as a service to the districts, these district-specific groups have been created to facilitate communication within the districts. By default, the DCM and alternate DCM accounts have been added to these groups. Per the DCM's request, the personal e-mail addresses of the GSRs will also be added to their district mailing list. Additionally, DCM's may also request that the personal e-mail addresses of other trusted servants at the district level also be added to the district's distribution group. This configuration will allow all trusted servants within the district to communicate amongst themselves by posting to the SETA-40@aa-seta.org list, for example. Such email lists will be maintained by the postmaster in conjunction with the various DCMs.

g. Wise email usage

The following are good "rules of thumb" to keep in mind when dealing with any email system and are provided here as suggestions to help protect yourself as well as SETA's Webmail system:

- i. Be wary of unsolicited attachments, even from people you know
- ii. Save and scan any attachments before opening them
- iii. Turn off the option to automatically download attachments
- iv. Don't give e-mail addresses out arbitrarily
- v. Be aware of options selected by default
- vi. Report messages as spam
- vii. Don't follow links in spam messages
- viii. Disable automatic downloading of graphics
- ix. Be on the lookout for Phishing attacks
- x. Trust your instincts

4. Appendix A: Recommended E-Mail Accounts and Distribution Groups

a. Account Addresses

- i. archives@aa-seta.org (Chair, Archives Committee)
- ii. archives-alt@aa-seta.org (Alternate Chair, Archives Committee)
- iii. archives-sec@aa-seta.org (Secretary, Archives Committee)
- iv. archivist@aa-seta.org (Area Archivist)
- v. cfc@aa-seta.org (Chair, CFC Committee)
- vi. cfc-alt@aa-seta.org (Alternate Chair, CFC Committee)
- vii. cfc-sec@aa-seta.org (Secretary, CFC Committee)
- viii. chair@aa-seta.org (Chair, Area Committee)
- ix. chair-alt@aa-seta.org (Alternate Chair, Area Committee)
- x. conv-beaumont@aa-seta.org (Chair, SETA Convention – Beaumont)
- xi. conv-beaumont-alt@aa-seta.org (Alternate Chair, SETA Convention – Beaumont)
- xii. conv-beaumont-sec@aa-seta.org (Secretary, SETA Convention – Beaumont)
- xiii. conv-bryan@aa-seta.org (Chair, SETA Convention – Bryan/College Station)
- xiv. conv-bryan-alt@aa-seta.org (Alternate Chair, SETA Convention – Bryan/College Station)
- xv. conv-bryan-sec@aa-seta.org (Secretary, SETA Convention – Bryan/College Station)
- xvi. conv-galveston@aa-seta.org (Chair, SETA Convention – Galveston)
- xvii. conv-galveston-alt@aa-seta.org (Alternate Chair, SETA Convention – Galveston)
- xviii. conv-galveston-sec@aa-seta.org (Secretary, SETA Convention – Galveston)
- xix. conv-houston@aa-seta.org (Chair, SETA Convention – Houston)
- xx. conv-houston-alt@aa-seta.org (Alternate Chair, SETA Convention – Houston)
- xxi. conv-houston-sec@aa-seta.org (Secretary, SETA Convention – Houston)
- xxii. cpc@aa-seta.org (Chair, CPC Committee)
- xxiii. cpc-alt@aa-seta.org (Alternate Chair, CPC Committee)
- xxiv. cpc-sec@aa-seta.org (Secretary, CPC Committee)
- xxv. delegate@aa-seta.org (Delegate – configured to forward to address of current panel delegate)
- xxvi. delegate-alt@aa-seta.org (Alternate Delegate)
- xxvii. delegate-31@aa-seta.org (Past Delegate, Panel 31)
- xxviii. delegate-39@aa-seta.org (Past Delegate, Panel 39)
- xxix. delegate-45@aa-seta.org (Past Delegate, Panel 45)
- xxx. delegate-49@aa-seta.org (Past Delegate, Panel 49)
- xxxi. delegate-50-02@aa-seta.org (Past Delegate, Panel 50, Alaska)
- xxxii. delegate-51@aa-seta.org (Past Delegate, Panel 51)
- xxxiii. delegate-53@aa-seta.org (Past Delegate, Panel 53)
- xxxiv. delegate-55@aa-seta.org (Past Delegate, Panel 55)
- xxxv. delegate-57@aa-seta.org (Past Delegate, Panel 57)

- xxxvi. delegate-59@aa-seta.org (Past Delegate, Panel 59)
- xxxvii. delegate-61@aa-seta.org (Delegate, Panel 61)
- xxxviii. finance@aa-seta.org (Chair, Finance Committee)
- xxxix. finance-alt@aa-seta.org (Alternate Chair, Finance Committee)
- xl. finance-sec@aa-seta.org (Secretary, Finance Committee)
- xli. grapevine@aa-seta.org (Chair, Grapevine Committee)
- xl.ii. grapevine-alt@aa-seta.org (Alternate Chair, Grapevine Committee)
- xl.iii. grapevine-sec@aa-seta.org (Secretary, Grapevine Committee)
- xliv. it@aa-seta.org (Chair, IT Committee)
- xl. v. it-alt@aa-seta.org (Alternate Chair, IT Committee)
- xl. vi. it-sec@aa-seta.org (Secretary, IT Committee)
- xl. vii. lavina@aa-seta.org (Chair, La Vina Committee)
- xl. viii. lavina-alt@aa-seta.org (Alternate Chair, La Vina Committee)
- xl. ix. lavina-sec@aa-seta.org (Secretary, La Vina Committee)
- l. liaison-brazos@aa-seta.org (Liaison, Brazos Intergroup)
- li. liaison-houston@aa-seta.org (Liaison, Houston Intergroup)
- lii. liaison-9@aa-seta.org (Liaison, Ninth District Intergroup)
- lii. iii. liaison-6364@aa-seta.org (Liaison, Spanish Intergroup – districts 63 & 64)
- li. iv. liaison-6566@aa-seta.org (Liaison, Spanish Intergroup – districts 65 & 66)
- lv. literature@aa-seta.org (Chair, Literature Committee)
- lv. i. literature-alt@aa-seta.org (Alternate Chair, Literature Committee)
- lv. ii. literature-sec@aa-seta.org (Secretary, Literature Committee)
- lv. iii. multilingual@aa-seta.org (Chair, Multi-Lingual Committee)
- lix. multilingual-alt@aa-seta.org (Alternate Chair, Multi-Lingual Committee)
- lx. multilingual-sec@aa-seta.org (Secretary, Multi-Lingual Committee)
- lx. i. news@aa-seta.org (Chair, Newsletter Committee)
- lx. ii. news-alt@aa-seta.org (Alternate Chair, Newsletter Committee)
- lx. iii. news-sec@aa-seta.org (Secretary, Newsletter Committee)
- lx. iv. pi@aa-seta.org (Chair, PI Committee)
- lx. v. pi-alt@aa-seta.org (Alternate Chair, PI Committee)
- lx. vi. pi-sec@aa-seta.org (Secretary, PI Committee)
- lx. vii. postmaster@aa-seta.org (Postmaster)
- lx. viii. registrar@aa-seta.org (Registrar, Area Committee)
- lx. ix. registrar-alt@aa-seta.org (Alternate Registrar, Area Committee)
- lx. x. scap@aa-seta.org (Chair, SCAP Committee)
- lx. xi. scap-alt@aa-seta.org (Alternate Chair, SCAP Committee)
- lx. xii. scap-sec@aa-seta.org (Secretary, SCAP Committee)
- lx. xiii. secretary@aa-seta.org (Secretary, Area Committee)
- lx. xiv. secretary-alt@aa-seta.org (Alternate Secretary, Area Committee)
- lx. xv. support@aa-seta.org (Technical Support)
- lx. xvi. tfc@aa-seta.org (Chair, TFC Committee)
- lx. xvii. tfc-alt@aa-seta.org (Alternate Chair, TFC Committee)
- lx. xviii. tfc-sec@aa-seta.org (Secretary, TFC Committee)
- lx. xix. treasurer@aa-seta.org (Treasurer, Area Committee)

- lxxx. treasurer-alt@aa-seta.org (Alternate Treasurer, Area Committee)
- lxxxi. webmaster@aa-seta.org (Webmaster)
- lxxxii. dcm-10@aa-seta.org (DCM, District 10)
- lxxxiii. dcm-10-alt@aa-seta.org (Alternate DCM, District 10)
- lxxxiv. dcm-20@aa-seta.org (DCM, District 20)
- lxxxv. dcm-20-alt@aa-seta.org (Alternate DCM, District 20)
- lxxxvi. dcm-31@aa-seta.org (DCM, District 31)
- lxxxvii. dcm-31-alt@aa-seta.org (Alternate DCM, District 31)
- lxxxviii. dcm-32@aa-seta.org (DCM, District 32)
- lxxxix. dcm-32-alt@aa-seta.org (Alternate DCM, District 32)
- xc. dcm-33@aa-seta.org (DCM, District 33)
- xc. dcm-33-alt@aa-seta.org (Alternate DCM, District 33)
- xcii. dcm-40@aa-seta.org (DCM, District 40)
- xciii. dcm-40-alt@aa-seta.org (Alternate DCM, District 40)
- xciv. dcm-51@aa-seta.org (DCM, District 51)
- xcv. dcm-51-alt@aa-seta.org (Alternate DCM, District 51)
- xcvi. dcm-52@aa-seta.org (DCM, District 52)
- xcvii. dcm-52-alt@aa-seta.org (Alternate DCM, District 52)
- xcviii. dcm-60@aa-seta.org (DCM, District 60)
- xcix. dcm-60-alt@aa-seta.org (Alternate DCM, District 60)
- c. dcm-63@aa-seta.org (DCM, District 63)
- ci. dcm-63-alt@aa-seta.org (Alternate DCM, District 63)
- cii. dcm-64@aa-seta.org (DCM, District 64)
- ciii. dcm-64-alt@aa-seta.org (Alternate DCM, District 64)
- civ. dcm-65@aa-seta.org (DCM, District 65)
- cv. dcm-65-alt@aa-seta.org (Alternate DCM, District 65)
- cvi. dcm-66@aa-seta.org (DCM, District 66)
- cvii. dcm-66-alt@aa-seta.org (Alternate DCM, District 66)
- cviii. dcm-70@aa-seta.org (DCM, District 70)
- cix. dcm-70-alt@aa-seta.org (Alternate DCM, District 70)
- cx. dcm-81@aa-seta.org (DCM, District 81)
- cx. dcm-81-alt@aa-seta.org (Alternate DCM, District 81)
- cxii. dcm-82@aa-seta.org (DCM, District 82)
- cxiii. dcm-82-alt@aa-seta.org (Alternate DCM, District 82)
- cxiv. dcm-90@aa-seta.org (DCM, District 90)
- cxv. dcm-90-alt@aa-seta.org (Alternate DCM, District 90)

b. Distribution Group Addresses

- i. SETA-OFFICERS@aa-seta.org
(SETA e-mail addresses of delegate, chair, registrar, secretary, treasurer, & their alternates)
- ii. SETA-SUB@aa-seta.org
(SETA e-mail addresses of chairs & co-chairs of each committee)
- iii. SETA-DCMS@aa-seta.org
(SETA e-mail addresses of DCMs & their alternates)
- iv. SETA-LIAISONS@aa-seta.org
(SETA e-mail addresses of intergroup liaisons)
- v. SETA-COMM@aa-seta.org
(SETA-OFFICERS + SETA-SUB + SETA-DCMS + SETA-LIAISONS)
- vi. SETA-DELEGATES@aa-seta.org
(SETA e-mail addresses of current and past delegates)
- vii. SETA-ROSTER@aa-seta.org
(SETA-COMM + SETA-DELEGATES)
- viii. SETA-ARCHIVES@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- ix. SETA-CFC@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- x. SETA-CPC@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xi. SETA-FINANCE@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xii. SETA-GRAPEVINE@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xiii. SETA-LAVINA@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xiv. SETA-LITERATURE@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xv. SETA-MULTILINGUAL@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xvi. SETA-NEWSLETTER@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xvii. SETA-PI@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xviii. SETA-BEAUMONT@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xix. SETA-BRYAN@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xx. SETA-GALVESTON@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)

- xxi. SETA-HOUSTON@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xxii. SETA-SCAP@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xxiii. SETA-TFC@aa-seta.org
(chair, chair-alt, sec + personal emails of other members)
- xxiv. SETA-IT@aa-seta.org
(chair, chair-alt, sec, support, webmaster, postmaster + personal emails of other members)
- xxv. SETA-10@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 10)
- xxvi. SETA-20@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 20)
- xxvii. SETA-31@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 31)
- xxviii. SETA-32@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 32)
- xxix. SETA-33@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 33)
- xxx. SETA-40@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 40)
- xxxi. SETA-51@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 51)
- xxxii. SETA-52@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 52)
- xxxiii. SETA-60@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 60)
- xxxiv. SETA-63@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 63)
- xxxv. SETA-64@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 64)
- xxxvi. SETA-65@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 65)
- xxxvii. SETA-66@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 66)
- xxxviii. SETA-70@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 70)
- xxxix. SETA-81@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 81)
- xl. SETA-82@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 82)
- xli. SETA-90@aa-seta.org
(DCM, Alt. DCM + personal emails of GSRs for District 90)

- xlii. SETA-ALL@aa-seta.org
(All of the above – this list is intended to be used for broadcast mailings to all trusted servants that are involved in Area 67)
- xliii. SETA-ANNOUNCE@aa-seta.org
(An opt-in list to which anyone may subscribe or unsubscribe – this list is intended to be used for broadcast mailings of a non-critical nature. As it is an opt-in list, be advised that people may have unsubscribed from it. If it is important that your message be received by specific individuals, you should consider using a different distribution group.)

5. Appendix B: Resources and References

The following documents were reviewed and considered during the drafting of the above guidelines. The content of these documents is available on the IT Committee page of the SETA Website at <http://www.aa-seta.org/itpolicy/>.

- a. (A) July 12, 1997 – Memo from Area Secretary and Records Committee to Finance Committee Chairman
- b. (B) January 6, 1998 – Memo from ad hoc Committee on Computers to SETA Chair regarding results of committee meeting
- c. (C) April 1, 2008 – ad hoc Committee on IT Guidelines
- d. (D) April 12, 2008 – IT Workshop
- e. (E) July 2008 – SETA IT Chair Job Description
- f. (F) October 2, 2010 – ad hoc ET committee workshop – General IT Guidelines
- g. (G) October 2, 2010 – ad hoc ET committee workshop – Guidelines for Website Submittal
- h. (H) June 2008 – GSO A.A. Guidelines (MG-18)
- i. (I) SETA Proposed Website Guidelines (currently posted on aa-seta.org).