

## **How to use the WI Land+Water Listservs**

The WI Land+Water listservs are intended to connect colleagues across the state by providing a platform to discuss current issues and deliver relevant information from our partners. Here are some reminders when using the listserv.

## **Description of WI Land+Water listservs**

LCD-STAFF@WISCONSINLANDWATER.ORG	All LCD staff statewide
LCC-SUPERVISORS@WISCONSINLANDWATER.ORG	All LCC supervisors statewide
COUNTYCONS@WISCONSINLANDWATER.ORG	All County Conservationists statewide
BOD@WISCONSINLANDWATER.ORG	All BOD members and advisors

All Committees including SITCOM and many Standards Oversight Council committees also utilize the convenience of Google groups to message each other. A complete list can be found on <u>our website</u>.

### Who can message the listsery?

If you are on a WI Land+Water listsery, you are free to send messages to your fellow participants without moderator approval (example: if you are a County Conservationist, you can message countycons@wisconsinlandwater.org without needing a moderator to approve your message).

If you are not on the listserv, you can still send a message but will need to be approved by WI Land+Water (example: if you are an agency partner sending information about your program to the LCD list, a moderator will approve the message and it will then go out to the list).

If you are unsure of the lists you may be on, contact WI Land+Water staff.

#### What to share with listsery members:

- Update on programs relevant to county programs & projects
- Cost share transfers, grant information, funding opportunities
- Relevant training opportunities
- Relevant advocacy issues (example: budget-related, action at state or local level)
- Surveying colleagues for advice to help guide decision-making at county level
- Job openings

## Things to keep in mind:

When you "reply all" to a message posted on the listserv, your message is sent to the entire list (LCD staff list has over 400 participants). Be sure you intend to send to the entire list when you reply all.

The listservs are meant for county conservation-related topics. Please keep messages professional and relevant.

# **How to use Google Groups**

You can view all previous posts and manage your notifications by logging into Google with the email address used by the listserv (for most participants, work email is used).

If you do not have your listserv email linked to Google, you can create an account to access previous posts (NOTE: you do not need to create a Google account to receive emails. If you would like directions for creating an account, you can <u>watch a video tutorial on YouTube</u>).

Once you have created an account, navigate to Google Groups to find your groups/listserv.

Other benefits to linking your email to Google include the ability to share documents through Google drive.

If you have any questions regarding WI Land+Water listservs or how to access Google Groups, contact Kelli Myers at kelli@wisconsinlandwater.org.