

*Call 1.888.HREXPRT for
an answer today!*

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HR | Experts is provided as a benefit
To Members of Medical Mutual.

HR | Experts is not designed or
intended to render legal
advice to its members.

Making the Most of Your List Serve

HR|Experts' list serve is a tool that enables Medical Mutual policyholders to send e-mails to other policyholders, practice administrators, clinical directors, etc, reaching hundreds of individuals, through one e-mail address.

Here are 6 tips to help us all continue to share valuable information:

1 If you're not receiving the list serve messages, e-mail jill.schultz@callhrexper.com to sign up.

2 Did you know that you have access to all the questions/responses ever submitted to the list serve?

Previous questions and responses can be viewed by accessing the List Serve Archive via the internet - <http://bit.ly/list-archive>. Type in your email address to log in then click the 'hrexper-members-list' link. Accessing the archive may also be helpful to those who have trouble viewing any list serve message/attachment through e-mail or if you don't get a chance to read every e-mail.

3 Sending a question is easy! The list serve e-mail address is: hrexper-members-list@lists.callhrexper.com. Save this to your Contacts so you don't have to remember the address each time!

Important tips to remember:

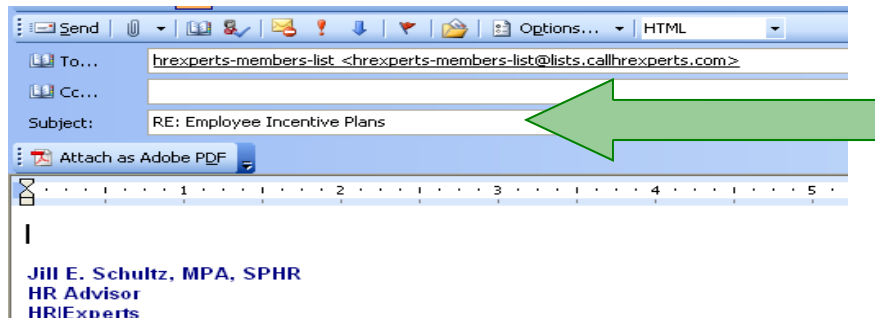
- Do type your question just like you're sending an e-mail message
- Do include a subject so that all the responses will be linked to your message
- Do include your contact information – including e-mail address – so others can follow up with you directly if privacy is a concern or a discussion is needed
- Do keep personal information about employee issues or adverse employment actions private – the list serve is not private; no assumption of confidentiality

4 Responding to a question is easy! Most of you receive one e-mail with several attachments – this is called mimedigest. Each attachment has a subject (see below – RE: Employee Incentive Plans).



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If you want to respond to Employee Incentive Plans, click on that specific attachment, and then hit reply. This will open up an e-mail from you and the Subject field should automatically contain the subject of the message to which you want to reply. (If there is no subject, your reply will not be linked to the original question.)



Make sure your reply has a Subject!

5 Find the format that works for you! If you're not able to view messages or you'd like to experiment with other formats, the following information on settings is for you:

- Mimedigest – receive one daily message with every message attached to it (as in the above example). This is the default setting.
- Mail – receive an e-mail each time a question/response is submitted.
- Digest – receive one daily digest with all the messages of the day written out in one long e-mail. You can see each message and sender, but you can't reply to the list serve on a specific topic.
- Index – receive daily index of the subject lines of the messages sent that day. You can't reply to the list serve on a specific topic.

Digest and Index are best for Blackberry users and those whose e-mail systems may not be compatible. To reply to messages in these formats, log-in to the archive - <http://bit.ly/list-archive>.

Change your settings at the same link (<http://bit.ly/list-archive>) or contact jill.schultz@callhrexper.com and I'll help you experiment.

6 Special note for Yahoo! e-mail account users! If you can't view/open list serve messages, you may need to change your Yahoo! Mail setting to "Classic" view. See if the following link provides some assistance - <http://yhoo.it/classicviewhelp>.

