

EMAIL DISTRIBUTION LISTS

FOR DUMMIES

WHAT'S WRONG WITH...

- ...LOTS OF ADDRESSES IN THE 'TO' BOX?**
 - **Insecure:** lists of addresses are easy to copy for spam and scams, and email based viruses are spread through lists of contacts.
 - **Illegal:** Under GDPR (General Data Protection Regulation), an organisation is not allowed to share individuals' details without their consent, and they must have processes to ensure data protection.
 - **Prone to mistakes:** it's easy to accidentally miss people out, use old addresses, reply-all when you don't mean to, etc.
 - **Inefficient:** someone needs to keep track of the list, add/remove addresses on request, update details, etc. It's a lot of work!
- ...LOTS OF ADDRESSES IN THE 'BCC' BOX?**
 - **BCC is more secure, but also inefficient and prone to mistakes.**
 - **No 'reply-all' facility:** team communications are impossible without keeping everyone in the loop.
- ...MAILCHIMP?**
 - **Insecure and unethical:** Mailchimp is owned by facebook, which stores and sells recipients' data for commercial use.

WHY DISTRIBUTION LISTS ARE THE BEST OPTION

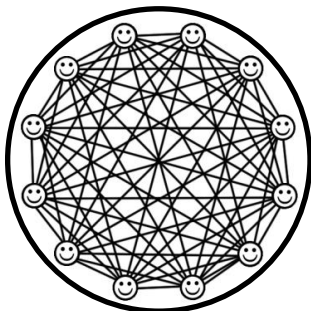
- MORE SECURE**
 - **No visible lists of recipients' addresses:** privacy is respected; scammers are unlikely to copy senders' details individually; and using a distribution list reduces the spread of email based viruses.
- MORE EFFICIENT**
 - **Less effort & fewer mistakes:** no need to search for everyone's correct addresses, remember who should be included, etc.
 - **User control:** people can un/subscribe or update their own details, choose to receive daily or weekly digests, etc.
 - **Adaptable:** settings can be customised based on the group's needs. For example, moderation to prevent spam on large lists.
 - **Continuity & longevity:** it's easy to shift and share admin tasks, so one person does not need to be responsible for everything.
- SUPPORTING A GOOD CAUSE**
 - **RiseUp** is an activist collective committed to privacy and non-hierarchy. Activists can use their lists and email services for free (donations welcome), which helps spread the word.

ALSO: THIS IS WHAT RIC MEMBERS AGREED WHEN WE RATIFIED OUR CONSTITUTION. TO CHANGE THIS, WE NEED TO CHANGE THE CONSTITUTION.

DETAILS OF RIC EMAIL DISTRIBUTION LISTS

RICSINTERNAL

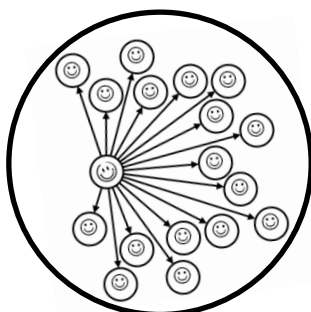
@lists.riseup.net



- **Target Audience: RIC Members & Activists**
- **Purpose: INTERNAL COMMUNICATIONS** between activists, e.g. discussion, organising events, reports between groups, etc.
- **Method of joining:** personal request or sign-up sheet at a National Forum or RIC event; self-subscription through email.
- **Spam prevention:** only messages from subscribers are distributed to the list. New subscribers must be approved by a moderator.
- **Current subscribers: 130**

RICSANNOUNCE

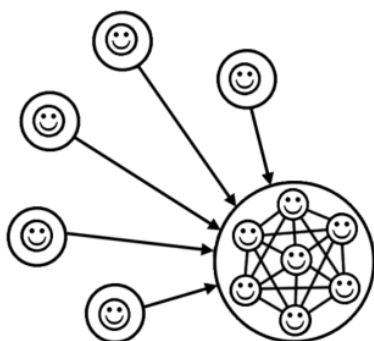
@lists.riseup.net



- **Target Audience: RIC Members & Supporters**
- **Purpose: ANNOUNCEMENTS** about upcoming events, etc.
- **Method of joining:** self-subscription through the website; self-subscription through email; sign-up sheet at an RIC event.
- **Spam prevention:** all messages and new subscribers must be approved by a moderator.
- **Current subscribers: 1979**

COORDINATION TEAMS

(MEDIA, SECRETARIAL, ETC)



- **Target Audience: Team members AND THE GENERAL PUBLIC**
- **DUAL Purpose: TEAM COMMS + EXTERNAL CONTACT POINT**, e.g. journalists emailing the media team; members emailing for info; etc.
- **Method of joining:** becoming part of a Coordination Team.
- **Spam prevention:** n/a. Each LIST ADDRESS is available to the public through the RIC website, so some spam is inevitable – but personal details of team members are protected.
- **Why?** Using distribution lists **protects everyone's personal details**, and ensures someone is always available to deal with incoming email. It was also **agreed** by RIC members that **teams should share responsibility** for handling the emails.
- **Each team has members from at least THREE local groups.**

COORDINATION TEAM EMAILS

SECRETARIAL TEAM

ricssec@lists.riseup.net

PROMOTIONS & MEDIA TEAM

ricsmedia@lists.riseup.net

FACILITATION & EVENTS

ricsfac@lists.riseup.net

FINANCE & FUNDRAISING

ricsfin@lists.riseup.net

SAFER SPACES TEAM

ricssafe@lists.riseup.net

RIC WEBSITE:

RADICAL.SCOT