

SETA-ANNOUNCE FAQ

WHAT IS SETA-ANNOUNCE?

SETA-Announce is an email list that includes all SETA email addresses, as well as the non-SETA email addresses of those who have signed up to receive it.

WHAT IS IT USED FOR?

The SETA-Announce email list provides a method to communicate with the general SETA Area. It is normally used for service business and/or events pertaining to A.A. and the groups in the SETA Area. It is not intended for the dissemination of jokes, advertising, inspirational, chainmail, or any other non-A.A. related communication. Prior to sending a message, a simple rule of thumb is to ask yourself if your message pertains to A.A.'s primary purpose, SETA's mission of facilitating A.A. service within Area 67 or to our charge of sending a delegate to the General Service Conference.

HOW DO I SIGN UP TO RECEIVE MESSAGES FROM SETA ANNOUNCE?

If you have a SETA email address you're already on the email list. If you don't have, (and aren't going to get) a SETA email address, send an email from your personal email address to it-admins@aa-seta.org requesting to be added.

HOW DO I SEND SOMETHING OUT TO THE SETA ANNOUNCE MAIL LIST?

Send an email addressed to SETA-Announce@aa-seta.org. An IT member will review the email using the established guidelines. Please allow up to a week for the review process. If there are no problems the message will be sent out. If changes are needed, you will receive a rejection notice so you can make changes and resubmit it. Also, since this is an open email list, it is considered a public list, so we follow our anonymity traditions by not using full names. The sender account must be configured so that the name displayed does not show the last name.

Note: Only SETA email addresses (@aa-seta.org) can send an email to the mail list.

ARE THERE RESTRICTIONS ON MESSAGES?

Yes, following AA Traditions, the following items are **NOT** allowed. This includes the message and any file attachments:

- Personally identifying information such as full names of AA members, personal phone numbers or personal email addresses.
- Content or links to any third-party advertising or affiliation programs.
- Meetings, events, or announcements which are not sponsored by SETA Districts, Groups, Assembly Committees, General Service Board, General Service Office, Intergroup or YPAA in our region.
- Fundraising Information
- Obscene or similarly objectionable material.
- Advertising or content that appears to imply affiliation and/or endorsement of outside organizations.
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DO FILE ATTACHMENTS HAVE TO BE IN A SPECIFIC FORMAT?

It is helpful to have file attachments in PDF or JPG format since most devices can read them.

HOW DO I GET REMOVED FROM THE LIST?

All SETA email addresses are on the list by default. If you have a personal email address list send an email from your personal email address to it-admins@aa-seta.org requesting to be removed.

Further detail can be found in the [Web and Email Guidelines](#) posted on the SETA IT page and in the [SETA Policies and Procedures Manual](#) found on www.aa-seta.org.

NOTE: Requirement variations are evaluated and approved by the IT committee prior to publication.