



June 1, 2010

SMAA Email Posting Guidelines

Since its establishment 2001, SMAA has grown more than 10,000 members. Based on feedback from members and our own observations, the SMAA Board has recognized the need for specific posting guidelines.

In general, SMAA encourages members to observe these key objectives:

1. Be professional
2. Help each other out
3. Have fun
4. Share some memories and useful information
5. Think before replying to the alias; make sure your email or reply has substance

The table below provides a quick summary of the distinction between the general email list, and one intended for job postings.

	Sun alumni	SMAA jobs
For information – yahoo group home page	Link	Link
Who are eligible	Sun alumni – i.e., those who worked at Sun	Sun alumni, corporate recruiters, headhunters
Email address	sun_alumni@yahoogroups.com	smaa_jobs@yahoogroups.com
Proper postings	Professional networking and information that may be helpful to members in advancing their careers. (See further explanation below)	Job postings, with content to include hiring firm, location, job description, contact information/how to apply
Improper postings	Reference to names of other Sun employees or management without permission; unprofessional conduct. (See further explanation below)	
Moderated	Intermittent	No
Enforcement	Moderator will send a copy of the SMAA policy to person sending inappropriate email, suspend for two weeks if inappropriate email continues. Violations of Yahoo conduct policy will result in suspension of access.	

We need to keep the group focused on the unique contributions that we can make to each other as Sun alumni.

These topics complement the objectives of the group and are welcome:

- **Transition from Sun.** Constructive posts on unemployment, health insurance, etc. are an important feature of the list. To avoid asking a question that has been asked and answered before, please do a search in the email archive. See http://finance.groups.yahoo.com/group/sun_alumni/
- **Career Issues.** Jobs should be posted on the SMAA jobs site. Career discussions should be posted on the main Sun alumni list so that those who are not job-hunting can participate.
- Future of the industry, new technologies – and, therefore, career and business opportunities.
- **Contact requests.** Before making a request for someone, please check the SMAA database first: http://finance.groups.yahoo.com/group/sun_alumni/database and/or on LinkedIn. Post your request to the main SMAA list only after checking these sources first.
- **Alumni career and life transitions.** Share good news with a short post when you get a new position!
- PC questions. Please use the web first. Check the vendor sites, Microsoft, and CNET; run a Google query for the key words of the error message.
- Sun Alumni networking and social events.

Please exercise discretion with these topics:

- Discussions of Sun Microsystems and Oracle. Some members have strong emotional ties to Sun; others want to put Sun behind them. As professionals, we need to treat people with respect – including past Sun and present Oracle management. Please remember that you are posting to 5,000 people on the Yahoo Group and over 10,000 on the LinkedIn group, who may become employers, co-workers, or business partners in the future.
- Promoting a business. Most members view newsletters and other advertising posts as spam. The [Directory of Services and Products from SMAA Members](#) lets members find a business when needed. A summary of new business listings will be posted to the group regularly.
- Seminar announcements. Please limit your post to 100 words and include an email address or website link for people to get the details. Use a clear subject line that gives the city. Please post only two announcements per event: early registration and reminder.

Inappropriate topics:

- Confidential information. This a professional forum – do not post confidential information. Do not forward or repost Sun Alumni messages outside SMAA without permission of the author.
- Items for sale. Do not post items for sale, such as homes, cars, etc. There are more effective venues.

- Contentious posts and replies about Sun or Oracle management, outsourcing, politics, the Microsoft/Apple/Linux wars, etc. These topics are not within the purposes of the group. Let's use our energy to move forward.

Techniques to improve the effectiveness of your posts:

- Job opportunities. Please post jobs on the jobs group, not the main group. We encourage you to share job openings in your company. If do not want to receive job posts, set your jobs email preference [*email preference to Special Notices*].
- Consider replying to the author of a post, rather than replying to all out of habit.
- Think first before you post to 5,000 or 10,000 people. Alone at the computer, it is easy to have a false sense of privacy. Letting the post sit in the Draft folder can avoid embarrassment.
- Trimming. Please delete the original message and all the ads and footers when you post a reply and limit your signature file to four lines. This keeps the length of daily digests manageable.
- Replying to an item in a daily digest. Please delete the original digest content and change the subject line to match the headline for the specific item. You can copy-and-paste the author's email address to avoid replying to the entire list.
- URLs. If you are referring to an article, quote few lines and include the URL instead of posting the entire article. If there's a long URL, please convert it to a shorter one with [tinyurl](#)
- Sign your posts. Your full name must appear in the "From" line of the email or as a signature. This is required in the Posting Policy and User Agreement and is a courtesy to other members. Using a throwaway email account (such as Yahoo Mail or Hotmail) or using a cryptic Yahoo ID does not provide anonymity on Yahoo Groups.

Please note that these guidelines were developed in consultation with many members. We believe that they are reasonable. We will all benefit by raising the efficiency and level of discussion on the group.

If you have questions on appropriate email, please send a note to president@sunalumni.com