

Rules for Use of BC_ALL

Because BC_ALL is an unmoderated list that broadcasts messages to the entire campus staff, users of the list must observe the following rules for its use. Failure to observe the following rules will lead to the removal of the person's privilege of using the list.

1. BC_ALL is for the sole use of college staff to communicate only work-related information to ALL college staff.
2. Information that is for only certain segments of the campus population is to be sent to the appropriate list such as bc_faculty, bc_classified, bc_admin, etc. For help on other lists, ask: amchiang@bakersfieldcollege.edu or 4256.
3. Discussions of items first presented in a BC_ALL message are to take place in other places such as bc_forum or the [faculty discussion moodle space](#). Do not send replies or forwards to BC_ALL.
4. Messages allowed include those relating to: systems interruptions, department/service closures, non-critical campus issues, new personnel, open to the campus events and activities, major personnel or student announcements.
5. Messages about non-work related information are not allowed, including, but certainly not limited to: garage sales, your side business, lost pets, etc.
6. Do not send replies or forwards to BC_ALL. Do not send Thank You's or "I agree" or other responses to BC_ALL.
7. Do not send requests/offers for office supplies/equipment to BC_ALL (better would be bc_classified).
8. Do not send your message twice if you don't immediately see it as delivery can take up to ten minutes or more. Ask for help: amchiang@bakersfieldcollege.edu or 4256.
9. Messages with attachments, backgrounds or embedded images will be automatically rejected.
10. If in doubt about message content, ask: amchiang@bakersfieldcollege.edu or 4256.

Directions for Emailing BC_ALL

1. Open a new message in Outlook or Outlook Web Access.
2. Enter bc_all@listserv.bakersfieldcollege.edu in the TO box (or type bc_all and then press the CTRL key and the K key simultaneously: CTRL-k).
3. Compose your message (remember, no attachments, backgrounds or embedded images allowed).
4. Send your message.

Directions for Approving Your BC_ALL Message

Once you've sent your BC_ALL message, you will receive an email back from "LISTSERV.BAKERSFIELDCOLLEGE.EDU" with the subject "BC_ALL: confirmation required". Click the link inside the email to send your message. Your BC_ALL message will be delivered once you approve to send it.

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