

D-groups/ How to contribute best to a discussion by e-mail?

Dgroups is an e-mail based instrument. Each discussion group will have its own E-mail address.

How do I post a new message to a Dgroup or reply to a previous message? You view and post messages either through E-Mail or by logging onto the website and accessing the 'discussions' area for a community.

To post a new message, either send an email to the group's email address, or through the web interface it is possible to start a new message thread - under Discussions, click 'start discussion'.

To reply to a message, simply reply to the email through your email client (be aware that your answer goes to all network members that way!), or through the web interface you will see a 'reply' button for each message thread where you can respond to a message. This will then be sent to the list as normal.

=> *Keep contributions short!*

As a rule, a contribution should be seen completely on one screen, ie. without having to scroll. If you can't manage this, make a short summary and make sure that it has space on one screen.

=> *One point per mail!*

Each contribution should be just one point. If you have several points to make, try to split them up into various mails. This will help us in keeping mails short, and it helps for threading the replies and following the evolution of an argument.

=> *No attachments without a short summary!*

You may attach documents. But in the email make a short summary of those aspects in the document, which are interesting for the point you are making. Do not just send "I believe this is an interesting document for everybody" and attach a big file. Experience says, it will not be read.