

Housekeeping Rules

The key Do's and Don'ts of posting in the e-group

Email: uk@egroups.theicg.co.uk



1. In **Subject** line use “**Header topic**” followed by “**short description**”:

- **Header topics**

- ✓ Business
- ✓ ICG
- ✓ ICG Events
- ✓ Industry
- ✓ Opportunity
- ✓ Recruitment
- ✓ Technical
- ✓ Viewing facilities
- ✓ Work
- ✓ Events
- ✓ Lunch & Learn
- ✓ Etc.
- ✓ **Social (only on Fridays)**
- ✓ **Off-top (only on Fridays)**

- **Short description:**

- ✓ *Eg1 recruiter in Dundee*
- ✓ *Eg2 viewing facilities in Manchester*

2. When Asking for **Recommendation**:

- **Recommending yourself** –only respond directly to the original questioner (**NOT** to the whole e-group)
- **Recommending others** - can respond to all in the e-group

3. Please Be Polite

Forward or share **ANY** of the egroup communication to **non ICG Members** (ie. outside the group). Everything discussed on egroup should be treated as confidential

Cannot send attachments or use graphics

If recommending externally **do not** forward email to the external party