**The ICA Newsgroup (*icanews*)**

The newsgroup is a much valued resource for ICA members but it can only be maintained if all subscribers respect other users. To protect our members and the integrity of the group, we ask you to read and adhere to the following conditions and guidance on good practice. **Please pay particular attention to 1 & 2 below.**

**Conditions**

**1 Confidentiality** *icanews* is closed group, which means that membership is by invitation only. All exchanges are confidential and circulation of newsgroup messages to any other party is expressly forbidden.

If a member requires information for the public arena, this must be stated clearly in the request for information.

**Any breach of confidentiality will result in automatic removal from the newsgroup.**

**2** **Commercial Activity** The group is not to be used for any unauthorised commercial activity.

If you wish to place a vacancy or any other commercial editorial, please contact: Jacqui King on: membership@[icanet.org.uk](mailto:publications@icanet.org.uk)

An ICA invoice will be sent to you automatically if a message of a commercial nature is posted.

**Good practice**

**3** Avoid clogging inboxes by only including relevant sections of the original message in your reply. You can customise your emails not to include the original message or simply delete the unwanted text from your reply before sending it.

**4** When you use a newsgroup, your messages go to **all** members so don’t include names of traders or consumers and before you hit REPLY think:

* Does your message contain sensitive information?
* Is what you’re saying of interest to the whole group?
* Would it be more appropriate to reply to the sender only?

If in doubt, use the ‘reply to sender’ option at the end of each newsgroup message.

**General information**

**5** We ask for your indulgence when messages are of no interest to you. Just use your DELETE button.

**Now sign up**

To safeguard all newsgroup members, we require your agreement to the above conditions. Once you have read them, just email the following to [membership@icanet.org.uk](mailto:membership@icanet.org.uk):

**“I have read and agree to be bound by the ICA Newsgroup conditions”**

You will then be sent an invitation to join *icanews.* Signing up is really easy, just reply to the invitation email.

**How can I post messages?**

Just send an email. The newsgroup’s email address is[*icanews@groups.io*](mailto:icanews@groups.io)

Because it’s a closed group, there is an added security measure which means that every new member’s first email requires moderator approval. As soon as you reply to the invitation, the moderators will be alerted and can unlock you. You will then be able to start sending and participating in the exchanges.

**Have a look around**

Take a little time to explore the group’s features. You can choose how you receive messages – and change your settings at any time.

Members like to get to know each other. To meet some of the other members, click on Directory and change your profile privacy settings.

Then set up your own profile page. Just upload a photo and add a paragraph or two saying who you are, where you are based and the sort of issues you’re especially interested in, it’s up to you.

**HELP**

If you have questions, suggestions or need any help to use the newsgroup, please contact

Jacqui King on: [membership@icanet.org.uk](mailto:membership@icanet.org.uk)