



# Electronic 4-H



4-H members, parents and leaders have a variety of ways to get or share information about 4-H activities and related topics. “Electronic” 4-H is becoming a primary method to communicate. Consider “electronic media” as a way to enhance, (not replace) other methods of communication.

## Electronic Options Available:

- E-mail
  - Individual
  - List-Serves
- Web Based
  - Web sites
  - Weblogs (Blogs)
- Options for those without computers
  - Print-outs from those with computers to those without
  - Phone calls from those with computers to those without
  - Access **public** websites (no e-mail required) from libraries or schools
  - Get free e-mail account from providers like [www.hotmail.com/](http://www.hotmail.com/) to use from any computer with internet connection. Use to access e-mail and websites or blogs that require a subscription.

## E-mail

If you receive individual e-mail addresses when involved in 4-H activities, please **ask permission** from the individual before using for personal use.

When e-mailing to several people, consider using a **blind cc** (bcc) to protect privacy.

### Li-Adams 4-H List-serves:

[l-a4h@lyris.cahnrs.wsu.edu](mailto:l-a4h@lyris.cahnrs.wsu.edu)

General Lincoln-Adams 4-H. The Extension Office subscribes **leaders** (who list e-mail address) when they enroll. **ANYONE** can **ask** to subscribe by e-mailing [robertk@wsu.edu](mailto:robertk@wsu.edu) People can UN-subscribe at anytime by e-mailing [robertk@wsu.edu](mailto:robertk@wsu.edu)

[l-horse4h@lyris.cahnrs.wsu.edu](mailto:l-horse4h@lyris.cahnrs.wsu.edu)

Lincoln-Adams 4-H **Horse** List Serve. The Extension Office subscribes one person from each horse project member or leader’s family when they enroll. **ANYONE** can **ask** to subscribe or UN-subscribe by e-mailing [robertk@wsu.edu](mailto:robertk@wsu.edu)

The purpose of a 4-H list-serve is to share announcements, information or discussions related to 4-H topics and issues. A message to the list-serve goes to ALL the subscribers at once. If you are subscribed to a list-serve, **you are welcome to send 4-H related messages to the list-serve address! You must send from the e-mail account that you provided to the Extension Office.** Only the sender’s e-mail shows up in the “header” – recipient’s addresses are protected by the server.

Don’t assume everyone knows what you’re writing about! **Include “Who,” “What,” “When,” and “Where”!**

**Subject Line:** Use a short but **descriptive subject line** in your message headers. Some people don’t open messages without subject lines. Others store messages for later reference and rely on the subject line to find again. It’s ok to edit the subject line if you **reply** – especially if you change the main topic.

## E-mail – List-serves continued:

**Replies** to list-serve messages will go just to the person who sent the message you are responding to. If you want a “discussion” (all subscribers see your reply) then insert the list-serve address after “**to**” in the e-mail header.

**Attachments:** If possible, **avoid sending attachments** (especially large ones) to a list-serve. If you have a flyer or more information than can be presented easily in the e-mail message it could be posted to the 4-H website if there’s enough lead time. (Send to the Extension Office several days prior to posting your list-serve message.) Then your message to the list-serve can include the webpage link for more information.

If you *do* send an attachment, use your e-mail message to describe briefly what the attachment contains so that people will know it’s safe to open. Include contact information in your e-mail message in case they can’t open attachments. In general, most people can open Word and PDF files. Flyers made with MS Publisher do not “travel” well. If the recipient doesn’t have the same version of Publisher, he/she may not be able to open the attachment.

**Format:** Not everyone has an e-mail program set to display HTML (fancy lettering, sizes, bold, graphics, active web and e-mail links, backgrounds, etc.) So when sending to a list-serve or newsgroup – beware! If you compose your message with anything other than plain text, some people may get a bunch of code instead of the nicely formatted piece that you sent! And some large graphics – especially animated ones – may crash some systems!! Some anti-spam programs won’t deliver e-mails with lots of HTML formatting or web site links.

Avoid using punctuation immediately before or after a web address (URL). The address will not work if pasted with an extra comma or period. Use **bold** or ALL CAPS sparingly. Too much use of ALL CAPS is considered shouting. Some characters are considered “code” by different e-mail programs. To avoid problems, use \*asterisks\* instead of “quote” marks; avoid using < or > in the message; and spell out “**and**” instead of using **&**.

**Sharing:** **Be sure everyone in your group has access to information!** If an event announcement or other information is **important (deadlines, rules, policy) make sure that all receive!** Someone in your group/program should forward the e-mail to individuals and request a reply, make phone calls and/or print out and use stamps!! Not everyone has a computer. Not everyone with a computer has e-mail. Not everyone with e-mail is subscribed to a list-serve. And those who are subscribed may have computer or e-mail glitches!!!

If you forward 4-H e-mails to non-4-H persons or other lists – be sure and get permission before including contact information such as phone numbers or street addresses (unless the information is already public i.e. a business or from a public flyer, poster, or media.)

**Safety:** The 4-H list-serves are hosted by servers on the WSU campus. They use the latest anti-virus programs available. However, you should always practice safe-computing! Make sure you have up-to-date anti-virus protection. See “Computer Security” and other good information at <http://www.safekids.com/>

## 4-H Websites

The Lincoln-Adams 4-H Website <http://www.lincoln-adams.wsu.edu/4-H/Home.html> is part of the Li-Adams WSU Extension Site: [www.lincoln-adams.wsu.edu](http://www.lincoln-adams.wsu.edu) This site is maintained from the WSU Extension Office and is hosted on a WSU server in Pullman. The WA State 4-H Website <http://4h.wsu.edu/> is maintained by WSU staff in Pullman.

The Lincoln County 4-H Horse Program Website <http://www.lincolncounty-wa.com/4h/> is a personal website maintained by Karen Robertson on volunteer time hosted by a local internet provider.

Clubs or individuals are welcome to create and host their own websites or “blogs.” There are a variety of free and commercial services available. Send links to your favorite web sites to Karen at [robertk@wsu.edu](mailto:robertk@wsu.edu). If the content is appropriate, sites can be linked to the Li-Adams 4-H Web site. Information about computers etc. can be found here: [http://www.kids.gov/k\\_computer.htm](http://www.kids.gov/k_computer.htm) or at the Help Web <http://www.imaginarylandscape.com/helpweb/>