

Dear Residents,

Coffman Condominiums is ready to update our email communications. As approved by the Board of Directors on April 28, 2020, Coffman will now have 2 email group options.

The first, our current email group will be the source of official messages to all residents and will be managed by the office, with Donna and Jill sending out the messages. The office will continue to send out all official Coffman emails. You are already a participant on this email and this will continue.

The second group, Resident Exchange, is new, and evolved from comments made at corridor meetings where residents indicated some do not want so many messages that are not relevant to them. The Resident Exchange will be optional; residents may choose to participate or choose not to participate. With this new email group, you will be able to send emails to participating residents directly instead of forwarding the message first to the office. Posts should be courteous and respectful. This new list, the Resident Exchange, will be for such things as: notices about items to give away or sell, requests for assistance, recommendations about cultural events or other non-business emails.

This is an unmoderated group. As we begin to use it, we will continue to look at what is working or not. We expect that the first few months will be a learning period for us all. Your input will be invited.

----- **Joining the new Resident Exchange** -----

In the coming days everyone will receive an email inviting them to become a member of the Resident Exchange email list, our new resident-to-resident communications email group. The email you receive will have a link you can click on to join the group. If you think you would like to be a member of the group, please click on this link. (You can always unsubscribe later if you choose to.)

If you do NOT click on the link, your name will not be added to the list, and you will not get the resident-to-resident emails. You must opt-in to get the Resident Exchange emails.

----- **Using the Resident Exchange email group** -----

To send emails to residents using this new group, use the email exchange@1666coffman.com. Replies can be sent either to just the person sending the email (Reply), or to the full group (Reply All). You will want to be aware of which you select, and use Reply All sparingly. (For example, if you wanted to buy something offered you would reply only to the sender or if you were responding to a cartoon you might reply "very funny" only to the sender)

The group will be open for use beginning May 04. This date allows time for everyone to respond to the email if they wish, before we begin using the new Resident Exchange. (If you do not wish to be on the list, you do not need to do anything.)

Information about the Resident Exchange can also be found on the Coffman website: 1666coffman.com/exchange.html

P.S. If you want to learn more about using Reply, Reply All, and group email, [this is a very nice, basic article.](#)