

## CUNY Academic Commons - Outreach #3439

### Draft welcome email to CBOX mailing list

2014-09-04 11:55 AM - Matt Gold

<b>Status:</b>	Resolved	<b>Start date:</b>	2014-09-04
<b>Priority name:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	scott voth	<b>% Done:</b>	0%
<b>Category name:</b>	Commons In A Box	<b>Estimated time:</b>	0.00 hour
<b>Target version:</b>	Not tracked		

#### Description

Hi Scott,

Can you please work on a draft of an email that we can send out to people who have signed up for the CBOX mailing list? I would like the email to include the following areas:

1. Welcome to the CBOX mailing list. Explain that you signed up for this a while ago; if you no longer wish to be part of it, just follow unsubscribe link below. Will be low-traffic
2. Updates on CBOX
3. Learn more about exciting recent installations
4. Check out the lively community forum
5. Get involved by starting an instance, contributing to the forum, contributing patches to github, discussing possible partnerships with our team

Thanks for your support

#### History

##### #1 - 2014-09-21 06:47 PM - scott voth

I created a BP doc here: <http://commons.gc.cuny.edu/groups/cac-community-team-project-planning/docs/draft-cbox-email-92014/>  
Let me know which sections need beefing up. Thanks.

##### #2 - 2014-09-21 07:47 PM - Matt Gold

- Status changed from Assigned to Resolved

Great - thanks, Scott! I just did some editing and I think it looks good. Many thanks for getting it going.

One note: we capitalize all words in Commons In A Box (ie., In & A are capitalized). Can you please look at our news blog and correct entries there as needed? Many thanks.