



OLLI Communication Guidelines for SIG Leaders and Committee Chairs

OLLI@UGA adopted the OLLI COMM communications platform in 2018 to facilitate communication between and among OLLI members. This centralized resource helps members learn about SIGs, committees, and social activities and engage with one another individually or in groups via comments and direct messaging (“chats”) that are private, safe, and secure.

The email address each member provides when creating an OLLI COMM account is used exclusively to route notifications to their email inbox but is never shared or disclosed by OLLI COMM to other OLLI members without a member’s express permission.

As we continue to promote the use of OLLI COMM to communicate with our SIG and committee members, some groups use OLLI COMM exclusively, while others use OLLI COMM and group email, or just group email alone. Those continuing to use group email to contact SIG or committee members are asked to follow these three simple guidelines to ensure the privacy, safety, and security of everyone to whom group email messages are sent:

(1) Ask each person for permission to include their email address in your list before you send another email to the group. You can help transition your group from email to OLLI COMM by including the following request in your message:

Going forward, you will continue to receive notifications via OLLI COMM for all group communications. If you would like me to send you an email message as well, please respond to this message to let me know.

(2) Be sure to enter your group email addresses in the blind cc (“bcc”) field rather than the “to” field to maximize the privacy of everyone’s email address. When someone “replies all” to a group email with addresses in the “to” field, everyone receives the reply – even though it may only have been intended for the sender. As these emails circulate and sit in multiple inboxes, it increases the likelihood that the email addresses in the “to” field are being “harvested” and used in spam emails to spread viruses and fraud. Placing email addresses in the “bcc” field avoids this problem.

(3) Please review your member list every month and remove the name of anyone who you know is not currently an OLLI member.

Thank you – not only for helping to protect the privacy, safety, and security of our member communications – but for all you do for OLLI@UGA!