

**Instructions, Terms & Conditions**

**for the MOCPA Taxation Listserve**

The following instructions are for individuals who have subscribed to MOCPA’s Taxation Listserve. To subscribe or unsubscribe, please contact Dena Hull at [dhull@mocpa.org](mailto:dhull@mocpa.org).

* If you are a subscriber and you have a message that you would like to share with the other subscribers on the listserve, simply type your message, and email it to:   
  [MSCPA-TAX@HOME.EASE.LSOFT.COM](file:///\\mscpa-fil1\shared\Dena\MSCPA-TAX@HOME.EASE.LSOFT.COM).
* Please remember that all emails sent to the listserve will be distributed to the entire group. As a result, hitting “reply” to a message sent through the listserve will send your message to the entire group. Messages such as “thanks for the input” or “please send to me as well” should be sent to the individual only. This will require you to forward the message to the individual’s email address.
* All emails that are generated through the MOCPA listserve will include the words   
  “MSCPA-TAX” in the subject line. This should help you organize and sort the content of your email box.
* To unsubscribe from the list, do not send an email to the listserve. You may unsubscribe by emailing [dhull@mocpa.org](mailto:dhull@mocpa.org) or by going to: <http://home.ease.lsoft.com/scripts/wahome.exe?subed1=mscpa-tax&a=1>.
* For Microsoft Outlook users: There is a way to redirect emails from the listserve into a separate folder in your email. This will prevent the emails from the listserve from overwhelming your inbox, but will let you know when there is a message on the listserve. To set this up:
  + Create a contact with the listserve email address.
  + Select Tools, then select Rules & Alerts, then select New Rule.
  + Click Next to say this will happen after the message arrives.
  + The next page is to specify which messages this rule will apply to. Check the option that says “from people or distribution list.” When the option appears in the box below, click on the words “from people or distribution list” and select the listserve contact(s) you just created. Click Next.
  + The next page will ask you what you want to do with the messages. Check the first box that will tell Outlook to move the message to a specified folder. After you select that, click on the link to specify the folder, similar to the way you selected the contact(s) in the previous step. Click Next.
  + The next page will ask for exceptions. Indicate any you may have.
  + Name your rule and click Finish.
  + Now all of the emails from this listserve will go into a specific folder. Outlook will tell you when they are there, and you will be able to read them as you have the time.

**MOCPA Social Media Terms & Conditions of Use**

MOCPA social media and online networks are provided as a service to members of the Missouri Society of CPAs. The Missouri Society of CPAs has established the following specific terms and conditions of use to facilitate quality communications among members. Violating antitrust laws, libeling others, selling, and marketing are not permitted. By using MOCPA’s social media and online networks, you agree that you understand and have agreed to all terms of use and will comply with them. MOCPA reserves the right to suspend or terminate participation for users who violate these terms of use. If you have questions, please contact Dena Hull at

(800) 264‐7966 or [dhull@mocpa.org](mailto:dhull@mocpa.org).

**Rules of User Conduct**

* Access to discussion groups shall be limited to MOCPA members. Additional restrictions may apply depending on the nature of some groups (e.g., committee LinkedIn groups).
* Exercise care during all discussions. Information posted on the lists is available for all to see, and comments are subject to all federal and state laws, including those related to libel, slander, antitrust, trademark, copyright, patent and unfair competition.
* Do not use harsh criticism or attack others. The discussions are meant to stimulate conversation.
* All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want others to see or that you would not want anyone to know came from you.
* Keep comments professional. Avoid references to politics, religion and other personal matters.
* Do not post any information or other material protected by copyright without the permission of the copyright owner. Remember that MOCPA and other social media participants may reproduce postings. Do not post any materials that you do not want others to reproduce.
* **Do not post commercial messages (“spamming”). Contact people directly with products and services that you believe would help them.**
* Do not post any messages which facilitate users to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another’s business, or other conduct intended to illegally restrict free trade.
* **Do not post employment opportunities of any kind. Please utilize the MOCPA Career Center for this purpose.**
* **Do not post continuing education opportunities outside of MOCPA offerings.**
* Do not post messages that encourage or facilitate an agreement among users about prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

**Etiquette**

* Sign all messages with your first and last name and email address. It is also helpful to give the name of your firm or company and location.
* Concisely and clearly specify the topic of the comments in the subject line. This makes it easier for other users to respond to your posting and to search the archives by subject.
* Include only the relevant portions of the original message in your reply, and place your response above the original posting. Only send a message when it contains information that all or most subscribers can benefit from. If you wish to reply to a specific poster only, please respond privately.
* Do not send administrative messages, such as “remove me from the list,” through MOCPA social media. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply log in to [http://home.ease.lsoft.com/scripts/wa-home.exe?A0=MSCPA-TAX](http://home.ease.lsoft.com/scripts/wa-home.exe?A0=MSCPA-TAX%20) and select “Subscribe or Unsubscribe” on the right-hand side of the page to change your settings. To change your address for general MOCPA communications, please log in to [www.mocpa.org](http://www.mocpa.org) or email [dhull@mocpa.org](mailto:dhull@mocpa.org).

**User Warranties, Representations and Disclaimers**

* By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants the Missouri Society of CPAs and users of MOCPA social media the non‐exclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or material.
* All materials, information, products and services included in or available through this site are provided to you “as is.” The Missouri Society of CPAs accepts no responsibility for the opinions and information posted on this site by others. The content, whether posted by MOCPA or any third party, is provided without warranties of any kind, either express or implied, including, but not limited to, for a particular purpose or non‐infringement.
* The Missouri Society of CPAs does not warrant that the content is accurate, reliable or correct, that this site will be available at any particular time or location, or that any defects or errors will be corrected. Your use of MOCPA social media and online networking is solely at your risk. Because some jurisdictions do not permit the exclusion of certain warranties, these exclusions may not apply to you.
* MOCPA assumes no responsibility for computer system, hardware, software or program malfunctions, computer viruses, or other errors, failures, omissions, interruptions, deletions, delayed computer transactions or network connections that are human or technical in nature.

**Limitation of Liability**

Under no circumstances shall the Missouri Society of CPAs be liable for any direct, indirect, punitive, incidental, special, consequential or any other damages whatsoever resulting from the content of this site or the use of, or inability to use, MOCPA social medial and online networking. This limitation applies to any alleged liability based on any legal theory including, but not limited to, contract, tort, negligence or strict liability, even if the Missouri Society of CPAs has been advised of the possibility of such damage. Because some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, the Missouri Society of CPAs’ liability in such jurisdiction shall be limited to the extent permitted by law.

**Monitoring of Site**

While staff occasionally monitors these interactive forums, MOCPA is not responsible for and will not have any liability for content, discussions or opinions expressed by participants. However, if the Missouri Society of CPAs becomes aware of inappropriate material, it will be removed at the organization’s discretion.

**Right to Terminate Access**

The Missouri Society of CPAs reserves the right, in its sole discretion, to terminate your access to all or part of this site, with or without notice, for any reason including, but not limited to, your failure to abide by these terms and conditions of use.

Enjoy this member benefit! If you have any questions, please contact Dena Hull at

(800) 264‐7966.