One of the Association's main communication conduits is the **OPRA listserv**, and here are the basics:

- In case you're not quite familiar with how a listserv works, here are some pointers on best-practices for the OPRA serv:
  - The serv facilitates **real-time** communication among Members of OPRA and other stakeholders within the DD field.
  - As a listserv subscriber, you receive information and updates on issues related to **Membership and the field**.
  - You are encouraged to **send questions and comments** back to listserv users.
  - Please keep in mind, **your responses are sent to the <mark>entire</mark> group**. If you receive a message and you wish to respond to the group, simply hit "reply."
  - To reply **to the original sender "only"**, respond to the email listed after "on behalf of" in the FROM line of the message header.

- Anyone at your organization – since all employees benefit from OPRA Membership – can be added to the listserv address book. To do so, OPRA needs full names, titles, email addresses, and which lists to add-to.  Please contact Sonya Summers at ssummers@opra.org if you want to add additional employees to the listserv.

- <mark>Be sure to permit emails from opra.simplelists.com through your spam filter</mark> and other network gateways.

- The suffix from all OPRA groups is "@opra.simplelists.com"

- Here are the groups you may be interested in joining:
  - Day Services - opra_day_services
  - HR - opra_hr
  - ICF - opra_icfiid
  - IT - opra_it_workgroup
  - Nursing - opra_nursing
  - Policy - opra_policy
  - Program Directors - opra_program_directors
  - Employment First - opra_employment_first
  - Finance – opra_finance_committee
  - Workforce - opra_workforce
  - <mark>**EXAMPLE EMAIL:  opra_day_services@opra.simplelists.com**</mark>

Please feel free to contact Sonya Summers at ssummers@opra.org if you have any questions!