

## **Car Pool List Instructions**

- \* Save the car-pool introduction email that you received from the WPPC-MA, and also the car pool list attachment.
- \* When you are ready to seek or offer a ride: Hit "Reply-All" to the introduction email. You can also send email to select members using the car-pool list that was attached to the introduction email.
- \* Delete the WPPC-MA club email address from the email you are about to send. This will keep our club email box from being cluttered with responses.
- \* Describe the ride you seek, or the ride you wish to offer. Please do not use the car-pool list on a weekend that the club is running a bus service.
- \* When exchanging emails with those that have responded to your request/offer, do not use "reply-all". Send follow-up emails only to those that you have established a dialogue.
- \* If you wish to be removed from the car pool list, or wish to be added to the list, contact the car pool list administrator listed on the WPPC-MA website.
- \* Please do not use the car-pool email list for any purpose other than requesting / offering rides to West Point.

Thanks! We hope the car pool list eases your West Point transportation needs.