**Newsletters and mailing lists**

There’s a lot going on at Cochrane and getting subscribed to the correct mailing lists will ensure you get relevant digests and newsletters.

What newsletters and mailing lists are there?

Our official external newsletter is [Cochrane Connect](https://community.cochrane.org/news/newsletters/cochrane-connect) and our official community newsletter is [Cochrane Community](https://community.cochrane.org/news/newsletters/cochrane-community). To be added to receive these newsletters, you need to log into your [Cochrane Account](https://account.cochrane.org/public/signup.jsp?referrer=my_account) and select the boxes under the ‘Comminutions’ tab

We have many mailing lists depending on what Cochrane group you are tied to and your role in Archie. Different mailings get regular digests that wrap-up important information and keep your email traffic down. You can learn more about the different digests [here](https://community.cochrane.org/news/newsletters).

Importance of keeping Archie up to date

Many of our mailing lists are automatically populated by the information supplied by Super Users of Cochrane groups. It’s important to make sure Cochrane group staff are listed in Archie along with their role. To keep things up-to-date, it’s recommended that the Super User checks their group’s members in Archie annually.

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| Ensuring your staff are getting the correct information  Some other mailing lists are maintained manually. After new staff are entered into Archie they should email [admin@cochrane.org](mailto:admin@cochrane.org) with the name, email, and Archie role. Our Cochrane administrative team will ensure everyone is getting the correct communication. |

Other newsletters

The following newsletters need to be subscribed to by the person wanting to receive them:

* [**CommsNetwork:**](https://community.cochrane.org/review-production/dissemination-resources/comms-network) At least one person from each Cochrane group should sign up for this newsletter but anyone can sign up. It’s a weekly digest of everything that is happening at Cochrane which provides content for further communications efforts and for translation planning.
* [**Translation Digest:**](https://community.cochrane.org/news/newsletters/translations-digest) Anyone interested in Cochrane’s translation activities, or keen to hear about volunteer opportunities in different languages, is welcome to subscribe.

Slack

Cochrane uses [Slack](https://slack.com/) to facilitate communication among members in the network. Slack is available to core staff members of Centres, Associate Centres and Affiliates. As Slack is currently not tied to your Archie account please contact Sylvia de Haan ([sdehaan@cochrane.org](mailto:sdehaan@cochrane.org)) with the names and email addresses (the same emails as used for My Account) of the staff members that should be invited to Slack, and an invitation will be send.

How do I get news posted in a newsletter or a mailing list?

If you have news or stories you would like to share with the Cochrane community or a larger audience, please let us know! Items submitted may be disseminated through one or more of the following channels: [news on .org](http://www.cochrane.org/news), [news on Community](http://community.cochrane.org/taxonomy/term/1), [Community blog post](http://community.cochrane.org/taxonomy/term/8), [Cochrane Community](http://community.cochrane.org/news/newsletters/cochrane-community) newsletter, our external newsletter [Cochrane Connect](http://community.cochrane.org/news/newsletters/cochrane-connect), [CommsNetwork Digest](http://community.cochrane.org/review-production/dissemination-resources/comms-network), a Cochrane group digest or one of our social media channels.

Please write to [mumoquit@cochrane.org](mailto:news@cochrane.org?subject=News%20for%20Community&body=Title:%0AContent:) with the following information: Title of the news, content of the news, intended audience, and external link (if available). If your submission concerns a training event, please email training@cochrane.org