

Guidelines for Posting to Managed Email Distribution Lists

Information Technology Services

General guidelines for email distribution list postings include:

- Messages should use a descriptive subject line.
- Messages should be concise and attachments should be avoided.
- Large documents and/or complex graphics should be made available via the Web and a message with a summary and a link to the associated web page can be posted.
- E-mail messages may not be used to advertise or solicit commercial activities or services unless those activities or services directly support campus functions and are sanctioned by the University. E-mail messages regarding other types of commercial activities may be allowed if such advertising is in the best interests of the University, is sponsored by a department or campus organization, and is approved by the Chancellor.
- Repetitive email messages, commonly called “spam,” are not allowed.
- Use of mailing lists to campaign on behalf of candidates for election to public offices is prohibited.
- Content subject to trademark, copyright, or other proprietary rights except with the express consent of the owner of the rights is prohibited.
- Personal attacks on colleagues that are personally or professional hurtful are prohibited. Anyone who believes he/she has been so attacked can notify the Assistant Vice Chancellor for Information Technology in writing.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are prohibited.
- All email messages should comply with relevant federal and state laws and with University regulations and policies.

History

Original – 2009

Reviewed, updated, reformatted - 2015