

E-MAIL DISTRIBUTION GUIDELINES

The following guidelines have been established to make effective use of our Daily Announcements e-mail system. Although we encourage the use of electronic messaging, these technologies are vulnerable to forging and eavesdropping and therefore should be used (both sent and received) with discretion. **Please note: Due to spam and worm messages that look like official technology communications, MVNU technology departments use only the MVNU helpdesk account/web pages to communicate technology problems to the campus community. Legitimate e-mails will come from the MVNU ITS account and contain an ITS signature at the bottom. If there is doubt on the legitimacy of a technology announcement, please contact the helpdesk at ext. 5555 or helpdesk@mvnu.edu to verify it.**

I. DISTRIBUTION to ALL FACULTY & STAFF, or ALL FACULTY, STAFF & TRADITIONAL STUDENTS (initiated by faculty/staff)

- a. For information about MVNU sponsored events:
Send the text of the message to switchboard@mvnu.edu. **Please limit email to a one paragraph, brief summary, with a Headline included. Detailed info, pictures and graphics should be sent in an attachment.**

All messages received by **9:00 a.m.** will be compiled and sent via e-mail that morning. E-mail messages received after 9:00 a.m. will be saved to be sent out the next workday morning via compiled e-mail. General messages will be sent via email once. Events will be granted two postings; first posting to provide event date and information in advance, second posting with brief description on day of event to create campus awareness.

- b. For meetings, campus policies and procedures, or other institutional purpose **not identified above**: Send the text of the message to the office of the appropriate senior administrator for approval and distribution.
- c. For an emergency announcement: Send the text of the message to switchboard@mvnu.edu AND jill.smith@mvnu.edu and request that an e-mail announcement be sent.
- d. For a special prayer request: Send the text of the message to klambert@mvnu.edu.

II. DISTRIBUTION to ALL TRADITIONAL STUDENTS (initiated by faculty, staff or students)

- a. For individual requests or SGA-sponsored events: Contact the Directory of Campus Life.
- b. For non-SGA-sponsored events or announcements for traditional students:
 1. Send the text of the message to the organization's advisor.
 2. Upon approval, the advisor should send the text of the message to rochel.furniss@mvnu.edu.
All messages received by 9:00 a.m. will be compiled and sent via e-mail that morning. E-mail messages received after 9:00 a.m. will be saved to be sent out the next workday morning via compiled e-mail. Messages will only be sent via e-mail once.
- c. For a special prayer request: Send the text of the message to klambert@mvnu.edu.

III. DISTRIBUTION to ALL GRADUATE AND PROFESSIONAL STUDIES STUDENTS (initiated by faculty, staff, or students)

- a. For individual requests:
 1. Send the text of the message to gps@mvnu.edu
 2. Upon approval, all messages received by 4:00 p.m. will be compiled and sent via e-mail that evening. Messages will only be sent via e-mail once.
- b. For a special prayer request: Send the text of the message to klambert@mvnu.edu
- c. For an emergency announcement: Send the text of the message to gps@mvnu.edu and request that an e-mail announcement be sent.

IV. DISTRIBUTION to OFFICIAL SUBGROUPS OF STUDENTS (initiated by faculty, staff or students)

- a. Appropriate business or academic e-mail correspondence should be sent via a faculty/staff member (using the blind copy option).
- b. Course related distribution lists established by a professor, may be used by faculty, staff or students, for academic purposes.

V. EXCEPTIONS

- a. The department of Institutional Research and Compliance directly sends out periodic surveys and information to different groups of the campus community for university related business.