



CAMPUS MAILING LIST GUIDELINES (1-14-09)

Just a friendly reminder regarding usage and procedures for all the various mailing lists for Students, Faculty, and Staff. Additional guidelines regarding computer usage and email may be found in the current Whole Student Life Handbook at:

http://www.msOE.edu/life_at_msOE/campus_activities/2008handbook.pdf

* CAMPUS-WIDE MAILING Lists (MSOE, MILW, SALE, ORGS)

In order to keep the number of email messages to a minimum, but still provide the campus population with important information...we strongly suggest the following:

- 1) **Purpose:** these lists are mainly used for informing the MSOE campus community about programming events, campus or community activities, special opportunities, discounts, and volunteer opportunities. In addition, students may send emails to the SALE lists indicating items they may have for sale. We limit the promotion of an event to one email per day.
- 2) **Membership:** not everyone is added to the lists...each year new students are added, but if you are not, you can sign up directly for these lists at:
http://www.msOE.edu/life_at_msOE/current_student_resources/student_resources/campus_mailing_lists.shtml
- 3) **Archives:** we do not archive messages, so if you want to save one, please do so.
- 4) **Use of:** we attempt to keep the email messages to a minimum. Messages should go to one list only, not to each list. Membership is similar in the majority of lists; however, some email content is more appropriate for a specific list (ie: organization sponsored event to the orgs list; sale item to the sale list; volunteer opportunity to the vol list)
- 5) **Reminders/Duplicate Messages:** at times you will see duplicate messages or "reminders", but again we try to keep these to a minimum, but we know how busy people are and sometimes they may appreciate a reminder. Moderators will determine if "reminders" get excessive and automatically reject those that do.
- 6) **Environmental Benefit:** using the email events list has greatly reduced the campus-wide mailbox stuffing of paper flyers thus keeping paper waste to a minimum.
- 7) **Student Organization Usage:** student organizations are allowed to send meeting messages or activity messages to the orgs list (try to limit meeting messages to one per month). If the student organization has special events taking place on a regular basis, then each email request will be reviewed on a per-email basis. Please remember that we have a variety of student organizations that all have equal rights when sending messages to the email lists. Only "officially-recognized student organizations" will have access.
- 8) **Subject Line:** clearly identify in the subject line what the message is going to be about (ie: speaker, movie, sporting event, lecture, demonstration, employment opportunity, concert, tour, or meeting). Please do not leave this blank. Students, staff, faculty and some alumni can quickly scan the subject line and determine if the message is of interest to them via the information provided (topic, day/date, cost).
- 9) **Information Needed:** make sure the message includes the basics: day/date, time, location, cost, sign-up deadlines, links to related sites and sponsor. Send messages exactly as you want them to appear...we are not able to edit or adjust once in system.
- 10) **Size:** Check the size of your message...emails are limited to 100k. Send it to yourself first, click on file, then properties to determine size.
- 11) **Attachments:** do NOT send attachments through the system...put everything in the email body...or create a link on your web page with a file for others to download. Emails with attachments are not to be sent through the system and will automatically be discarded by the moderator.
- 12) **Approval:** messages sent at the last minute do not always make it into the system due to the timeliness of the message. Provide yourself with plenty of advance notice. On the average, the list moderators check for new messages a few times a day.
- 13) **Replying:** when sending a reply...do NOT "reply to all" ...otherwise you are requesting the thousands of subscribers on the list to receive it.
- 14) **Select Receivers:** we do not separate out these list members by major or year, but if you want the content of the message to apply to just a certain group...ie: freshmen, certain majors, graduating seniors, current students only, etc. then please mention that in the first line of the body of the message.
- 15) **Personal Emails:** do NOT send personal emails to the lists...while certain emails include great stories, funny lines, touching memories, or wonderful web sites to explore...they are NOT allowed to be sent through the email lists. **DO NOT SEND ANTI-VIRUS MESSAGES, GOOD LUCK MESSAGES, OR CHAIN LETTERS UNDER ANY CIRCUMSTANCES!**

- 16) **Violations of Events List:** violators of these list policies will lose the ability to send to the lists and may be removed as a member of these lists. Moderator will determine for how long the removal will be for.
- 17) **Number of Messages:** approximately 7000+ messages are sent to these events lists each year.
- 18) **Number of Members:** the membership sizes range from 3000 to 5000+ members (current students, staff, faculty, area alumni and community members).
- 19) **Address:** the addresses to these lists can be found at:
http://www.msoe.edu/life_at_msoe/current_student_resources/student_resources/campus_mailing_lists.shtml
- 20) **Who Can Send Messages:** any officially recognized student organization, faculty or staff member, or university department (all emails will be held until approved by a mailing list moderator).
- 21) **Closed Lists:** the following lists are considered closed lists, however departments and select student organizations may seek permission by those list moderators (Health, HDW, Volunteer, Sports, Books, FSI, Placement, and SFS/FAO) to send to these lists.

*** MISCELLANEOUS Mailing Lists** (*student organizations, private, academic or groups*)
In order to keep the number of email messages to a minimum, but still provide the campus population with important information...we strongly suggest the following:

- 1) **Purpose:** these lists are used by individual student organizations, senior design teams, academic class members, etc. These are mainly used for informing your membership or select members about information pertinent to your individual purpose. Academic department student mailing lists are to be used for official business only...unless approval has been attained by that department.
- 2) **Membership:** not everyone is added to these lists... you will need to apply for membership. For a detailed listing of all campus mailing lists, check out: <http://lists.msoe.edu/cgi-bin/mailman/listinfo/>
Mailing lists are required to have a brief description on this page.
- 3) **Archives:** If members ever miss a message or want to re-look at one that has been deleted, you may be able to check the archive of these smaller lists by clicking on the name of your group and then clicking the archive link. The Student Activities Office reserves the right to review all archival emails for these lists and will be doing so on a regular basis to confirm that these lists are abiding by university guidelines and policies.
- 4) **Use of:** please keep the email messages to a minimum and keep them appropriate for your group's purpose.
- 5) **Subject:** clearly identify in the subject line what the message is going to be about (ie: speaker, movie, sporting event, lecture, demonstration, employment opportunity, concert, tour, or meeting). Please do not leave this blank. Members can quickly scan the subject line and determine if the message is of interest to them via the information provided (topic, date, and cost).
- 6) **Size:** check the size of your message...we encourage you to keep these messages to less than 300kb. Send it to yourself first, click on file, then properties. For off-campus modem users, large emails take much longer to load.
- 7) **Attachments:** you can include attachments using these lists.
- 8) **Approval:** some mailing lists (mainly the student organizations) have list moderators approve them, so please provide yourself with plenty of advance time.
- 9) **Replying:** when sending a reply... if you do not want everyone on the list to get your reply, then do not "reply to all".
- 10) **Personal Emails:** this is up to your individual list moderators or group members...but students may NOT send personal emails or solicitation emails to an academic department's student mailing lists without that department's approval.
- 11) **Violations of these Lists:** violators of these lists' policies will lose the ability to send to the lists, be removed as a member of the list, or have the entire list removed. Violations may also result in the student organization or group facing additional corrective/disciplinary action by the Student Life Office.
- 12) **Number of Messages:** the number of messages varies depending upon the student organization or group.
- 13) **Number of Members:** the number of members varies depending upon the student organization or group.
- 14) **Address:** the addresses to specific misc. mailing lists may be found at:
<http://lists.msoe.edu/cgi-bin/mailman/listinfo/>
- 15) **Who Can Send Messages:** any officially recognized student organization, faculty or staff member, or university department (all emails will be held until approved by the individual list moderator)

*** ALL STUDENT Mailing Lists** (for official business only)

In order to keep the main purpose of this list for "official notifications", the number of persons on campus with direct access is limited. If you feel you require access to send to this list, you may send a request to Student Life in care of Rick Gagliano at gagliano@msoe.edu:

- 1) **Purpose:** this list is mainly used for informing the MSOE campus community of those issues deemed vital/important which are of "official" nature (ie: messages like school closings, security/safety concerns, registration, financial, placement or academic information, and authorized surveys).
- 2) **Membership:** all students (full or part-time, grad or undergrad) are added to this list...they cannot be removed.
- 3) **Archives:** you may request a copy of any message from Rick Gagliano gagliano@msoe.edu
- 4) **Subject:** clearly identify in the subject line what the message is going to be about (ie: school closing, registration deadline, security issue, etc).
- 5) **Size:** check the size of your message... there is no limit on size, but we recommend you limit these to around 100k. Send it to yourself first, click on file, then properties. For off-campus modem users, large emails take much longer to load.
- 6) **Attachments:** please do not send attachments using this list...put everything in the email body...or create a link on your web page with a .pdf file for others to download.
- 7) **Approval:** no advance approval is needed for those select members of the campus who have direct access.
- 8) **Replying:** when sending a reply... if you do not want all students to get your reply, then do not "reply to all".
- 9) **Personal Emails:** not allowed.
- 10) **Violations of All Students List:** violators of this list's policies will lose the ability to send to the list.
- 11) **Additional:** the faculty and staff are not aware of messages that are sent to students via this "official list". If you feel faculty and staff should also be aware of something you are notifying every student of, please copy it to the All Faculty and All Staff list also (those lists also have limited direct access).
- 12) **Number of Messages:** approximately 300+ messages are sent to the All Students list each year.
- 13) **Number of Members:** there are approximately 4000+ members (any student, full/part-time, undergrad/grad, current/past, that uses an MSOE email address)
- 14) **Address:** the address for the list for All Students: allstudents@msoe.edu
- 15) **Who Can Send Messages:** only select individuals that have been granted prior access rights and are acting as official representatives of the university department that have been approved in advance to send said emails.

*** ALL FACULTY OR ALL STAFF Mailing Lists** (official business only)

In order to keep the main purpose of these lists for "official business", select faculty and staff on campus have direct access. If access is needed, please contact Student Life in care of Rick Gagliano at gagliano@msoe.edu for the approval consideration.

- 1) **Purpose:** this list is mainly used for informing the MSOE Faculty and/or Staff of any issue that the sender feels is pertinent and worthy of notification to the faculty and staff on campus. These should be of "official business" only.
- 2) **Membership:** all faculty and staff (full or part-time) are on this list...they cannot be removed.
- 3) **Archives:** you may request a copy of any message sent to All Staff from Rick Gagliano gagliano@msoe.edu. Student Activities does not keep a copy of the All Faculty emails, but a faculty member might.
- 4) **Subject:** clearly identify in the subject line what the message is going to be about (ie: in-service, training, benefits, meeting, school closing, registration deadline, security issue, etc).
- 5) **Size:** check the size of your message... there is no limit on size, but we recommend you limit these to 100k. Send it to yourself first, click on file, then properties. For off-campus modem users, large emails take much longer to load.
- 6) **Attachments:** you may include attachments using this list...or you can put everything in the email body...or create a link on your web page with a .pdf file for others to download.
- 7) **Approval:** no advance approval is needed, but only those with direct access may send to the list.
- 8) **Replying:** when sending a reply... if you do not want all faculty and staff to get your reply, then do not "reply to all".
- 9) **Personal Emails:** not allowed.

- 10) **Violations of List:** violators of this list's policies will be notified of said violation.
- 11) **Number of Messages:** approximately 300+ messages are sent to the All Faculty or All Staff list each year.
- 12) **Number of Members:** there are approximately 500+ members (any staff/faculty, full/part-time, current/past, that uses an MSOE email address)
- 13) **Address:** the address for staff is allstaff@msoe.edu and the address for faculty is allfaculty@msoe.edu
- 14) **Who Can Send Messages:** any member of the faculty or staff who has been granted access.

* ABUSE OF ANY MAILING LISTS OR EMAIL IN GENERAL

- 1) **Offensive /Inappropriate/Mass Emails:** if someone receives an offensive or inappropriate email, or one that violates the guidelines, or a mass email (that was sent bypassing the normal procedures) from anyone on the MSOE email system, they should forward that message to CCSD Help Desk desktech@msoe.edu and to Student Life in care of Rick at gagliano@msoe.edu with a detailed explanation of what happened.
- 2) **Follow-up:** CCSD and Student Life will then follow-up and notify additional departments if necessary.
- 3) **Action:** such corrective action could include, but not be limited to, suspension of email privileges and/or removal from the email lists for the sender of the offensive/inappropriate email. In addition, violators are subject to additional action by other departments to be determined by those departments after consultation with CCSD and Student Life.
- 4) **By-passing Proper Mailing List Usage:** the sending of emails to large numbers of email users, as a way of bypassing the current mailing lists or mailing list guidelines is strictly prohibited. **DO NOT SEND MESSAGES TO LARGE AMOUNTS OF EMAIL ADDRESSES OR DEPARTMENT MAILING LISTS UNDER ANY CIRCUMSTANCES.**

* REMINDER - FIVE EASY WAYS ON HOW YOU CAN HELP OUT:

- 1) **Do Not Send Mass Emails:** do not write the campus community using the "official" departmental mailing lists or by pasting random names into an email so you can send on chain letters, money-making schemes, cute quotes or stories.
- 2) **Report Violations:** notify the CCSD User Services desktech@msoe.edu and Rick in Student Life gagliano@msoe.edu when you receive such emails so that we may contact the sender and take appropriate action. (We are referring only to those emails that used the "official" lists or when your name has been pasted into a mass distributed email.)
- 3) **Use the "Events" Mailing Lists:** if you have a legitimate need to contact the campus community about something...we have "subscriber-based" mailing lists that will assist you. The following lists are available for students, student organizations, staff and faculty for such purposes.

MILW - What's Happening in MILWAUKEE! <http://lists.msoe.edu/cgi-bin/mailman/listinfo/milw>

MSOE - What activities are taking place at MSOE! <http://lists.msoe.edu/cgi-bin/mailman/listinfo/msoe>

ORGS - What are the MSOE Student Organizations up to? <http://lists.msoe.edu/cgi-bin/mailman/listinfo/orgs>

SALE - Looking for a good deal or need a ride, then check out what's FOR SALE or RENT!
<http://lists.msoe.edu/cgi-bin/mailman/listinfo/sale>

VOL - Volunteer Opportunities - You Can Make a Difference! <http://lists.msoe.edu/cgi-bin/mailman/listinfo/vol>

4) **Email Size:** when writing to the above mailing lists, the emails should be kept to approximately 100kb or less and may not include attachments. *Please send the email to yourself first, click on file, then properties and check the size.*

5) **Maintain Your Mailbox:** please periodically clear out items from your sent and deleted file folders on Outlook and Webmail.

I hope this information is of assistance. Thanks for your cooperation. If you have any questions, please contact me directly at (414) 277-7228.

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