

*Office of the
Associate Vice President for Information Resources*

**Guidelines for Sending Messages to SUNY Cortland Faculty/Staff
and Students**

SUNY Cortland's electronic mail system is a valuable campus resource used to promote the College's overall mission. This system may be used to publicize College-sponsored activities of interest to the campus community-at-large.

Two General Lists (Student and Faculty/Staff), to which everyone will subscribe, will be used only to send important information that has an impact on the entire campus community, such as closings, emergencies, and other critical notifications. The President, Vice Presidents, Associate Vice Presidents, and Deans will have the ability to send messages from the General List.

A Cultural Events List, to which everyone will subscribe, will be used to send information about cultural and intellectual events on campus. Chairs and Department Heads will have the ability to send messages from the Cultural Events List.

Special Interest mailing lists are to be used to disseminate information to specific audiences. Faculty and staff will initially be subscribed to all Special Interest mailing lists, but individuals may unsubscribe using the web-based Email Management Service.

The Manager of each Special Interest list will determine who will have the ability to send messages to that list. Message headers along with the entire content of the original message will also be posted and available at webmail.cortland.edu.

The following measures should be taken to avoid contributing to excessive electronic "bulk mail."

- ✓ Limit postings for each event to two messages.
- ✓ Use the Exchange meeting requests function when announcing meetings or events. This gives recipients the opportunity to automatically add the event to their online calendar.
- ✓ Use the Campus Events Calendar (<http://campact.cortland.edu/>) to post information about an event.
- ✓ Use Public Folders for reference.
- ✓ Provide links to a Web page with full information about an event or news item.

Use of these Guidelines will maximize the effectiveness of electronic mail system.

Approved by Provost Cabinet August 14, 2002

Approved by President's Cabinet August 20, 2002

Updated September 2006