


ELECTRONIC MAIL DISTRIBUTION LISTS

NAME: Use of MUP electronic mail Distribution Lists
ISSUING DEPARTMENT Campus Technologies
ISSUED DATE: January 2014
REVIEWED DATE:
APPROVING AUTHORITY: President 
DATE REVISED:

DEFINITION OF POLICY

Electronic Mail distribution lists are created to simplify the process of passing information to multiple recipients at the same time.

PURPOSE

This policy stipulates the maintenance and use of all MUP electronic mail distribution lists.

SCOPE

This policy concerns all instructional and non-instructional departments.

FORMS

No forms are needed in the execution of this policy.

RESPONSIBILITY

The Campus Technologies Department (CT) is responsible for creation, modification, updating, or deletion of this policy.

POLICY

Potential Recipient groups are identified as distribution list by its hosting Department Chair or Director. After initial creation by the Campus Technologies Department, the hosting Department Chair or Director shall identify an "owner", who shall be responsible to add or delete recipients to/from the list as the need arises.

Controlling who has the ability to send e-mails to any particular Distribution List shall also be the responsibility of its hosting Department Chair or Director. Requests for access to a Department-hosted distribution list shall be made to the hosting Department Chair or Director via the list's owner.

The use of electronic distribution lists are intended for the exclusive exchange of information and ideas about the University and its operation, and related thoughts. These lists are not intended to be vehicles for what some perceive as "internal spam", or unsolicited commercial email. Additionally, information shared via a distribution list should be of interest to a vast majority of those within the group to receive it, not just a select few. All employees and students are encouraged to pass routine information via the University's "Daily Digest" in lieu of separate e-mails via any distribution list.

Several distribution lists do not display an owner. These are maintained by Campus Technologies. Requests for changes to these lists shall be made directly to the CT web applications branch.

DISTRIBUTION

To be posted on the web.