

Guidelines for Use of Exchange/Outlook Distribution Lists

Several automated distribution lists are maintained on the Exchange/Outlook email system. These are to be used by the President, the Vice Presidents, Information Technology Services, and Marketing and Communications as deemed necessary for communicating critical information to the University community. As a general rule, users do not have access to send to mass distribution lists. Appeals to this guideline may be made to the Vice President of Marketing and Communications.

The system allows users to create their own distribution lists; however users should still follow usage standards and guidelines.

Also, users should not send any distinct mass distribution email to more than 100 addresses without specific authorization from the Marketing and Communications office, or from the Vice President of Academic Affairs in the case of course-related mailings. The intent of this guideline is to allow use of user-created distribution lists to communicate with a willing audience, such as a student organization list or class list. Student service administrators may be allowed divergence from this guideline for recruiting or other administrative communication purposes.

If a user requests to be removed from another user's self-created mailing list, that request should be honored unless the list owner's office administrator deems otherwise. For example, that would be the Vice President of Academic Affairs in the case of a faculty-created mailing list.

A separate "list service" is maintained by ITS for opt-in special interest or class mailing lists. Refer to the [Email List Service Policy](#) on the ITS Policies web page for more details on that service (University web site, Campus Technology, ITS Policies).

ITS August 2005
Updated March 2009