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Upper Iowa University Information Technology Email Distribution Lists

1. Purpose


To ensure appropriate use and reduce overuse of the major email list serves at the university, including: Faculty (all faculty members); Faculty_Fayette (all Fayette faculty members); Faculty_AE (all adjunct faculty members); FullTimeFaculty (all fulltime faculty members); Staff (all staff members); Staff_Fayette (all Fayette staff members); Staff_AE (all center staff members); FullTimeEmployees (all fulltime staff members); Students (all university students); Students_Fayette (all Fayette students); and Students_AE (all center students).

2. Scope

All University departments, staff, faculty, and students.

3. Procedure

- A. All e-mail distribution lists will be established and maintained by the Information Technology Services department.
- B. Members of the President's Council will authorize individuals permitted to access specific email distribution lists and post messages.
- C. Any other person desiring to send an "all University" email communication must obtain authorization from the appropriate President's Council member and the message must be sent by that President's Council member or their designee.
- D. All emails sent to an email distribution list must use the Bcc field only to limit reply all responses to the original sender. Additional recipients outside of the distribution list may be included in the Cc field.
- E. All faculty, staff, and students are encouraged to determine the appropriate audience for their email communications and send targeted emails as appropriate. The distribution lists are not intended to be used for personal or commercial gain.

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F. Individual departmental mass distribution lists may also be created, but must receive the approval of the appropriate President’s Council member.

4. Contact Information

Office of Information Technology Services
 Phone: 563.425.5359