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Executive Responsibility:	Vice-President Administration & Finance	Next Review: Mar, 2010
Administrative Responsibility:	Director, Information Technology Services	Policy: 45.01

STATEMENT:

The *Altemp* email distribution list has been replaced by two specific-purpose, large audience email distribution lists, the *ML Employees* list and the *ML VIU Community* list.

Additionally, Microsoft Outlook email Mail List and Distribution List services have been enabled for special interest, target audience email distribution.

Guidelines for appropriate use of the restricted access ML Employees list

The institutional Employees email list is to be used for the delivery of “mission critical” information. Every employee will receive these emails with no ability to opt out. Access to usage of the list will be controlled, with a limited number of designates being able to send email to the list. This distribution list will be used to inform all Vancouver Island University employees about activities, events, policies or procedures that relate to Vancouver Island University’s services and educational mission. Examples of such information:

- Emergency/urgent announcements: power outages; crime alerts; snow closures; computer virus alerts; security breaches.
- Logistics announcements: construction closures; road closures; environmental alerts.
- Major announcements: major events such as convocation; strategic messages from the Executive.
- Governance: new policies and procedures.
- Registration information for faculty and students: deadlines; policies.
- Essential Human Resources information.

Guidelines for appropriate use of the all access ML VIU Community list

Email sent to the ML VIU Community list is delivered to all Vancouver Island University employees and other designated groups such as Retired Faculty, Adjuncts and Associates. Only registered Outlook email accounts (people listed in the Outlook email address book) will have access to post to this list within the following guidelines:

- Emails are to contain information that the majority of employees should be made aware of and information that crosses departments, jurisdictions and employee groups such as events that contribute to life in the educational realm: lectures, shows, readings.
- The **ML VIU Community** list is to be used as an email distribution list, not a discussion list.
- If an email does not fit the above criteria it is likely not appropriate to use the **ML VIU Community** mail list. Consider the **InVIU** discussion forum option or target audience **Mail Lists** and **Distribution Lists** in Microsoft Outlook.
- If you have a comment, **direct your response to the originator**, not the entire **ML VIU Community** list. Refrain from using the **Reply to All** email function.
- If you feel the message sent was inappropriate, send your concern to the IT Help Desk. Do not send it to the whole **ML VIU Community** list.
- Use of email and information technology is governed by Vancouver Island University Policy 45:01, Use of Information Technology.

Policy 45.01, Section 4.3 states:

Occasional and incidental use of e-mail, voice mail, and Internet access for personal purposes is acceptable, provided that these uses, in the opinion of the University, do not:

- Interfere with institutional business (i.e., teaching, learning, research, and administration);
- Detract from an employee's availability to carry out his or her assigned responsibilities;
- Damage the University's reputation; and
- Compromise the integrity and efficiency of the institution's information technology facilities and services.

Guidelines for the appropriate use of target audience Mail and Distribution Lists

Only those with a Vancouver Island University Microsoft Outlook Email Account have access to these email distribution lists. Email sent to these lists should relate directly to the group it is sent to and be relevant to the majority of persons on the list. Consideration should be given to more suitable and efficient methods of sending the message. For example: sending the email to a single person charged with disseminating information to the target audience.

Mail Lists

- Are accessible via the Global Address List in Microsoft Outlook.
- Are created and updated from TDS (Telephone Directory Service) and Human Resources StarGarden databases.
- Are identified by **ML NameOfList**.

Distribution Lists

- Are accessible via the Global Address List in Microsoft Outlook.
- Are manually created.
- Have a designated person(s) responsible for creation and maintenance.
- May have restrictions as to who can send email to them.
- Are identified by **DL NameOfList**.

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