Dear SoH Faculty and Staff:

Periodically I like to give a general overview of our listserv and zotmail rules and regulations.

The Communications Office coordinates a weekly announcement of campus news, activities, and events called "uci.brief." This is the preferred vehicle for communicating announcements of activities and events. To contribute news items for publication in the uci.brief message, send the information to ucibrief@uci.edu. Announcements for students can be sent to The Anteater Weekly at http://antweek.vcsa.uci.edu/?page=welcome. If you are trying to reach the graduate students within the School of Humanities, send your announcement to humana@uci.edu with a note to please forward to the graduate students.

LISTSERV
There are four SoH listservs, administered by Becky Baugh and Suzanne Wachman.
1. humfaculty@uci.edu (all faculty)
2. humstaff@uci.edu (all staff)
3. humana@uci.edu (all managers: academic, administrative, centers, computing, etc.)
4. humval@uci.edu (visiting faculty, lecturers, etc.)

Rules for posting:
~ Address your email directly to the recipient listserv of your choice.
~ Do not send to us personally and ask it to be forwarded to the listservs.
~ Send the email as you would like it to be read by those receiving it. Do not add requests for us to send to the listservs.
~ We are unable to make any edits on the emails. **What you send is what will be seen by the recipients.** We can only approve, reject, or deny the email.
~ Listservs work like normal email, and therefore attachments and graphics can also be sent.
~ Announcement reminders may be sent via the listservs, **but not more than once a week.**
~ You are able to delete a posting by reading the email you receive informing you that the announcement is awaiting moderator approval. Please make use of this feature if necessary.
~ There is no notice informing you that the listserv has been approved, you will just have to trust us to approve it (and we do). If there is a problem with the announcement, we will always inform you.
~ Listservs are approved during working hours, Monday-Friday 8:00-12:00 and 1:00-5:00. If you send a listserv announcement on a Friday evening, it will not be approved until Monday morning, but will appear in the inboxes as Friday mail.
ZOTMAIL
Zotmail is administered by Distribution and Document Management, not by the Dean's Office. Kristie Williams and I are authorized to send them, but because they often require the Dean's permission, we ask that you allow sufficient time for us to obtain such permission. Please send zotmail requests directly to me.

Rules for sending Zotmail:
Special type fonts such as italics, bolding, underlines, special layouts, such as centered type or multiple colors, attachments, or different font sizes cannot be used. To ensure that the message appears correctly for all recipients, you must not add special formatting or use complex layouts. To be successful, you should use plain type (Courier font is recommended), and keep all text flush left. Any font size used in your original message will change.

Messages sent by authorized senders before 5:30 p.m. are forwarded to the campus community after 6:00 p.m. the same day. Only messages sent from the Chancellor, Executive Vice Chancellor, and emergency non-optional messages may be sent during the day.

Based on experience, I would like to suggest that it is better to send announcements earlier in the week and not on a Friday.

Sending duplicate or reminder announcements to zotmail about activities or events is not allowed unless the second mailing is to correct information contained in the first mailing.

Please contact me if you have any questions.

Sincerely,
Suzanne