



# CENTRAL WASHINGTON UNIVERSITY

## INFORMATION TECHNOLOGY SERVICES DEPARTMENT POLICY

Title: ITS Campus Listserv Usage	Number: <b>PLA-102</b>	Eff: 1-30-09 Rev:
<p>Purpose:</p> <p>The purpose of this policy is to:</p> <ul style="list-style-type: none"><li>• help reduce the number of unwanted emails being processed through the system,</li><li>• give users more control over the types of email they receive,</li><li>• reduce the number of faculty and staff blocking emails to *.cwu, and</li><li>• get important information into the hands of those individuals wanting it.</li></ul>		
<p>Policy:</p> <p>ITS has created various email lists for use by those departments that need to convey information campus wide on a regular basis.</p> <p>All CWU faculty and staff will be re-subscribed every September to the email listserv. Each person will receive a welcome message, with instructions of how to opt out of any list they do not wish to receive email from. The yearly opt out is to ensure all CWU faculty and staff are aware of all the lists that are available.</p> <p>This system is a voluntary opt out system where any user can select which topics they are interested in and continue to receive those emails. Users not interested in a specific topic can unsubscribe from the list and no longer receive those messages.</p> <p>The list will be maintained throughout the year so that all new employees will be automatically added when accounts are generated.</p>		

### **INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

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