

## EMAIL DISTRIBUTION LISTS

### A. Purpose:

The purpose of the “*Everyone*” email distribution lists (00-Everyone@DVC, 00-Everyone@LMC, 00-Everyone@CCC, 00-Everyone@DO, etc.) is to provide an efficient means of communicating general college or Districtwide information. It is not intended to be used as a discussion forum. These lists are specialized communication tools similar to voicemail announcements. Replies to such messages should be directed only to the sender and not to everyone. It should be used considerately and sparingly according to the guidelines which follow.

### B. Guidelines for Messages sent to “*Everyone*”:

The purpose of these guidelines is to explain the specialized nature of the “*Everyone*” distribution list and provide guidelines for its use while mentioning other options of electronic communication. If you have any questions or comments about these guidelines, please direct them to your local Dean of Technology or to Vice Chancellor, Technology Systems Planning and Support, Mojdeh Mehdizadeh (Mojdeh@4cd.net , x1235).

Please insure that the message **does not violate** the District’s Acceptable Technology Use Policy and Procedure (Board Policy 5030 and Business Procedure 10.06). This policy and procedure outline what is appropriate and inappropriate. For example, using District technology for commercial purposes or personal financial gain is not appropriate. The policy and procedure are accessible at <http://www.4cd.net/policies&procedures/technology.asp>.

- a. Messages to *Everyone*: The message should pertain to **everyone** (i.e., possibly all faculty, staff and administrators). If not, direct the message to the most appropriate list(s) or individual(s), (e.g., 02-faculty@dvc, 03-classifiedstaff@lmc, username@ccc, etc.).
- b. General information: Information related to college or District business (e.g., general newsletter, campus event, maintenance, memorandum to all employees, etc.): If the information is not of general interest or is a personal opinion, direct the message to the appropriate person(s). Furthermore, replies to such messages should go only to the sender.
- c. Announcements: Generally, one event notification is all that should be sent. Events may also be posted on the Internet or Intranet website calendar.
- d. Attachments: Large attachments may overfill someone’s email box. If the attachment is larger than 250KB, it is probably too large. Consider (a) reformatting to make the attachment smaller or, (b) putting it on the shared drive or website and send the hyperlink. If the attachment is larger than 500KB, it is too large.

### C. Distribution Lists and Discussion Forums:

The email lists are open to all District email users. It is up to the sender to monitor the appropriateness of a message to “*Everyone*,” before sending it. If in doubt, seek feedback. If you believe a message has been sent inappropriately to “*Everyone*,” please respond to the sender directly, instead of to “*Everyone*.”

There are many distribution lists accessible through Exchange that address subgroups within the District: 02-Faculty@DVC, 03-ClassifiedStaff@LMC, 00-Managers@CCCCD, etc. You may see who belongs to each group by going to the global address list and highlighting an address and clicking the properties button. By doing so, you will see that 00-Everyone@DVC includes everyone at SRVC.

The District has a general discussion forum at <http://www.4cd.net/db/> for posting information.