USER GUIDELINES FOR LARGE STAFF EMAIL LISTS

These guidelines apply to lists in the following categories, which have been set up by Internal Communications and IT Services to enable specific groups of staff to be targeted:

- Manchester-staff
- Area staff
- Job family
- Senior management

Who can use the lists?

University staff can send messages from approved domains, ie email addresses ending in @manchester.ac.uk, @mbs.ac.uk, or @umi3.com. These restrictions are necessary for the following reasons:

- The software automatically rejects messages not originating from an approved domain to prevent spam emails reaching the moderators;
- It is important that replies to messages are sent to an address where they will be dealt with.

In exceptional circumstances, some other addresses will be permitted. Contact the list moderators for assistance.

Can I send a message about any subject?

Manchester-staff list

The manchester-staff list is normally used to distribute eUpdate, the University's weekly e-newsletter for staff, which is compiled from StaffNet News.

Individual messages will only be distributed to the manchester-staff list in exceptional circumstances (see below) and only if they are relevant to at least 60% of University staff:

- Leadership messages/strategic announcements
- Essential information
- Emergency situations
- Disruptions to working environment and/or transport infrastructure

Where an emergency situation or disruption is likely to be ongoing, the manchester-staff list should not be used to send a series of messages. Instead, a web page should be set up to which staff can be directed for further updates.

Area staff lists

Messages should usually be related to the work of the area.

Lists for smaller work units where most of the staff know each other may be used occasionally for announcements of a more personal or social nature, eg birth announcements, after-work social events, etc.

Job-family lists

- Student matters: e.g. reading lists, award schemes, exchange schemes graduate recruitment fairs, postgraduate training, Degree Congregations, examinations invigilators (PhD students).
- Research: e.g. Research Assessment Exercise, research networks, calls for research projects, funding opportunities, roadshows, visits and information sessions, research databases, public engagement.
- Consultancy and intellectual property commercialisation.
- Teaching and learning: e.g. Distributed Learning Fund, teaching inclusively, new communication technologies.
- Staff development and training: e.g. exchange schemes, tutoring opportunities, secondments.
- University governance; e.g. nominations for lay Board and General Assembly members, elections to Senate, elections to General Assembly.
- Events: e.g. Conferences, symposia, seminars, lectures.
- Competitions and awards.
- Surveys and focus groups.

Senior management lists

- Communications about University-wide initiatives;
- Early notification of sensitive items prior to their wider dissemination;
- Reminders about deadlines for submission of data;
- Core Brief;
- Annual meeting schedules (local and University-wide);
- Meeting requests/confirmations;
- Committee papers;
- Invitations to senior management seminars and training programmes/events;
- Items for dissemination within local areas;
- Discussion of issues;
- Other information relevant to list members.

What format should I use?

Compose your message in plain text or HTML, but not Rich Text, to enable recipients to read it on a variety of email clients.

Is there any restriction on the message length?

Keep your message as brief as possible (maximum of 300 words/40 lines, including blank lines between paragraphs), so that recipients can read the message without scrolling.

Can I add an attachment?

Most of these lists will not accept attachments (except for lists in the senior management category). If you want to give extra information, publish it on a web page and include the URL in your message.

What happens after I submit my message?

Most lists are moderated and messages addressed to them will go initially to a member of staff who will decide within eight hours whether or not they are suitable for distribution.

The moderator cannot edit a message: s/he will approve it, ask the sender to amend and re-submit it, or reject it (and perhaps suggest a more suitable channel for publication).

If a rejection is disputed, the moderator will ask a senior member of staff to arbitrate. This process may take several days.