

Communication Method	What type of communication is this?	Who does this reach?	Who can use this vehicle ?	What are the appropriate uses of this communications method?	How do you use it?	What other rules are associated with this
UWS Student Digest (a.k.a. Yellow Jacket Happenings)	Daily E-Mail Digest sent at noon. The digest collects various announcement and bundles them as a single email that includes a table of contents for the recipients to select from	All currently enrolled Students including Graduate and Distance Learning Students	Campus Administrators, Department Chairs, Program Assistants, Student Government Officials and individuals approved by Student Government.	Information from communication should be pertinent to at least 30% of the potential recipients and should be University Business that is open to the public. Appropriate use issues should be directed to the Dean of Students Office and the Student Government President.	Select _Digest_Students in the Exchange Address Book. The subject of the email will be entered into the table of contents of the digest.	E-Mails must not exceed 60 KB in size. To make your content available to the searchable archive, put it in the body of the message rather than in an attachment.
UWS Staff Digest	Daily E-Mail Digest sent at noon. The digest collects various announcement and bundles them as a single email that includes a table of contents for the recipients to select from	All Faculty and Staff members including ad-hocs, project and LTE positions	Any UWS Staff, Faculty or official Student organization representatives.	Information from communication should be pertinent to at least 30% of the potential recipients and should be University Business that is open to the public.	Select _Digest_Staff in the Exchange Address Book. The subject of the email will be entered into the table of contents of the digest.	E-Mails must not exceed 60 KB in size. To make your content available to the searchable archive, put it in the body of the message rather than in an attachment.
UWS Home Page News	UWS Superior Home page news section	Available for viewing to the General Public.	Members of the Superior area community and UWS Staff, Faculty or official Student organization representatives	Information showcasing the University that is appropriate to the Public and the entire campus community	Send information in news release format by email to Al Miller (amiller@uwsuper.edu)	The University Relations department has the discretion to determine if the article will be posted, edit the content and length of articles and adjust the time the articles will be posted.
Everyone Staff Mass E-Mail	A highly restricted public email distribution list	All Faculty and Staff members including ad-hocs, project and LTE positions	Senior administration, safety directors and computer systems staff	Directives from Campus Administration and announcements of a health or safety nature	Communication must be approved by cabinet officer and submitted to technology helpdesk for distribution	Not intended for event announcements or availability of surplus property. The Staff digest is the standard for most communications to the staff
Everyone Student Mass E-Mail	A highly restricted public email distribution list	All currently enrolled Students including Graduate and Distance Learning Students	Senior administration, safety directors and computer systems staff	Directives from Campus Administration and announcements of a health or safety nature	Communication must be approved by Dean of Students, or a cabinet officer and submitted to technology helpdesk for distribution	Not intended for event announcements or the like. The Student digest is the standard for most communications that is to be sent to Students.
Campus Bulletin Boards	Bulletin Boards in campus buildings used to post hard copy announcements	Students Faculty and Staff	Students Faculty and Staff	Campus Event Announcements, flyers and the like	Pin up hard copy flyer announcing events and other notices	Subject to policies defined in Administrative Procedures.