

Policy

Submitting High Importance E-Mails to Otis College

- Date:** December 14, 2009
- Purpose:** Purpose of this policy is to establish the guidelines for accepting and distributing high importance e-mails to Otis College's students, faculty, and staff.
- Scope:** This policy covers rules and procedures for distributing high importance e-mails to the Otis College Community
- Discussion:** From time-to-time very important e-mails must be distributed to Otis College's students, faculty, and/or staff. These message are both of high importance and time sensitive. In order that such messages don't get lost in the normal mass e-mail mailings, a different process has been set up to handle "High Importance" e-mails.

To send an e-mail to the students, faculty, and/or staff distribution lists the following e-mail addresses have been established for the President, Provost, and Vice Presidents:

Students:	oc_HI_students@otis.edu
Faculty:	oc_HI_faculty@otis.edu
Staff:	oc_HI_staff@otis.edu

- Details:** The guidelines for accepting or rejecting a High Importance e-mail for distribution at Otis College follow the same guidelines as found in "Policy – Submitting Mass E-Mails to Otis College."

Only the President, Provost, and Vice Presidents may request an e-mail be sent out via the High Importance account. Others wishing to send out a High Importance message must send it to their division VP for approval and forwarding to the distribution list. E-Mails sent from this account will have the "from" field of "Otis High Importance Message."

Since these messages are important and time sensitive they will be sent out by Information Systems as soon as possible and will not be queued up as the "Otis Community" e-mails are currently.

- Revisions:** 12/14/2009 – Created