

## OWU CAMPUS-WIDE E-MAIL DISTRIBUTION POLICY

1. Users can choose to receive campus-wide messages either individually or through the OWU digest mode. A digest compiles all campus-wide messages from the previous 24 hours and delivers them as a single message every business day at 4:30 p.m. To use the digest mode, users must send an e-mail to [Information Services](#) with the word "digest" (without the quotes), then a space, then the OWU username in the Subject line. So John A. Doe would send a message with this Subject: digest jadoe
2. To stop digest mode and return to normal delivery mode, users must send an e-mail to [Information Services](#) with the words "no digest" (without the quotes), then a space, then the OWU username in the Subject line. So John A. Doe would send a message with this Subject: no digest jadoe
3. The Director of Information Services or an Information Services designee is responsible for monitoring the campus-wide e-mail system during normal University business hours (8:30 a.m. to noon and 1 to 5 p.m. during the academic year; 8:30 a.m. to noon and 1 to 4:30 p.m. during the summer). This system is checked throughout each business day the University is officially open. Approved messages will be distributed during these times, as soon as possible after they are received.
4. To accommodate users in digest mode, all messages intended for same-business-day distribution must be submitted no later than 4 p.m.
5. Campus-wide messages must be directly related to University activities(i.e., circumstances or events) and impact a significant portion of their intended audience. They should not, however, be a substitution for typical [Daily Bulletin](#) announcements.
6. Messages must be sent from personal OWU accounts (not from off-campus accounts) and should include a short, relevant subject line. The "[OWU]" notation is automatically added to the beginning of the subject line by the system and should not be included. Make sure Subject line is capitalized in both instances.
7. If a message is sent on behalf of a specific University organization, club, or group, it will be assumed that the sender is authorized to act as an official agent of that body.
8. Messages should be in plain text only (not HTML). Message attachments must not exceed 50KB in total size. Also, messages cannot be edited once they are submitted; they are distributed "as is."
9. Once a campus-wide message is submitted for distribution, it must be approved by the Director of Information Services or an Information Services designee. Therefore, users should allow for reasonable message processing and delivery time. Also, users will be informed through e-mail or by other appropriate means if their messages are not distributed.