



Policy#: HR412 Mass Email Dist.  
Responsible VP: CIO  
Responsible Office: Information  
Technology Approved By: Cabinet  
Approved: 05/01/2009  
Effective Date: 07/01/2022  
Scope: All Employees  
Last Revised: 07/01/2022  
Last Reviewed: 07/01/2022

## **MASS E-MAIL DISTRIBUTION**

Molloy University has established distribution lists to be used for contacting large groups of predefined constituents. Mass e-mail distribution should only be used when needed and is limited to the following purposes:

1. Urgent: Highly important notices such as security or emergency notifications
2. Formal: Non-emergency messages such as federal reporting requirements, changes in departmental policies, office closures, and other time sensitive notices
3. Informational: College work or other non-emergency informational messages.

All Mass distributions should be approved by a Vice President, Director, or Manager before being sent. All reasonable efforts should be made to check distributions for grammar and spelling as well as content. It is unacceptable to send e-mail distributions that include:

1. Promotion of outside events not sponsored or supported by the college
2. Political statements, expression of personal opinion, conduct of personal business, unauthorized fundraising or solicitation
3. Notices of houses or other items for sale or rent, requests for rides, lost and found, or commercial promotions.