



ITS Procedure for Mass Electronic Communications

The number of mass email requests sent to ITS for processing has increased significantly over time. All campus announcement requests require vice presidential authorization.

CONDITIONS:

- A. ITS cannot guarantee a specific target date on which a mass email will be sent out, nor does it have resources to provide same-day or next-day turnaround. While most requests can be processed within a few days, some may take longer for various reasons.
- B. Mass email requests must be submitted on the mass email request form located at: <http://www.its.msstate.edu/services/request/>. Click the **Campus Announcement Request** link. Authentication with your NetID and NetPassword is required to access the form. You will need the following information:
 - Name or Dept/Org requesting the mass email
 - The target audience
 - The campus distribution
 - The distribution method (portal announcement or email)
 - Requested start date
 - Authorized by (president, provost, vice president, or athletic director)
 - The text that will appear in the SUBJECT: field of the mass email
 - The message text

Possible target audience groups include:

- Faculty
- Staff
- Undergraduate Students
- Graduate Students
- Deans, Directors and Department Heads
- Benefits Eligible Employees
- Affiliates
- Other



Possible campus distribution groups include:

- All Campuses
- Main Starkville Campus
- Meridian Campus
- Other

- C. Because of differing capabilities of the various email systems used by the MSU community, the message text of all mass emails must be **plain ASCII text**. No special formatting, images or attachments can be accommodated.
- D. The requesting/authorizing parties assume full responsibility for the content of the mass email and the selection of the target audience. The requesting/authorizing parties are also responsible for compliance with applicable university policies, including policies of the Institutional Review Board for the Protection of Human Subjects in Research (IRB).

CONTACT INFORMATION

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