



ITS Procedure for Mass Electronic Communications

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: <https://www.its.msstate.edu/?showAnnouncementRequest=true>. 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
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Possible campus distribution groups include:

- All Campuses
- Main Starkville Campus (includes Vet School)
- Meridian Campus

- 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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