

UL Campus Community Email Notices

The “**ITD Subscriber Mail**” email service has been replaced with **Subscriber Lists**. The Subscriber Lists are used to communicate information to the UL Campus Community. The subscriber lists are divided up into different categories – **Optional and Compulsory**.

⇒ Some Subscriber Lists have an **optional membership** i.e. you decide if you want to receive emails regarding events/information. Optional Membership lists include

- **Events** (an **event** includes items such as an upcoming lecture, seminar, training course, retirement – an Event is classified as anything that will occur in UL)
- **Bereavements**
- **For Sale or Wanted**
- **ITD Teaching Information** – notices regarding changes to Teaching Equipment (computers) in the lecture theatres.
- **Lost and Found**
- **Research Information** – notices regarding “Call for Papers”
- **Sport** – information regarding sports results and events
- **Timetables** – information regarding student timetables and exam timetables.

You must be a member of these lists to be able to send information to the campus community via them. Further information on subscribing (becoming a member) to any of these lists is available on the next page.

⇒ Other Subscriber Lists have a **compulsory membership** i.e. under University policy you must receive certain notices. **Compulsory Membership Subscriber Lists** include

- **Presidents Office** notices, (PONotices)
- **ITD Notices**, (ITDNotices)
- **HR Notices** (HRNotices)
- **Health & Safety Notices.**

Only certain people can send messages via these lists.

Email Etiquette

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When sending a message to a subscriber list, please ensure that you abide by the following:

- Please use the correct list for your subject matter.
- Include a subject title in the *Subject* Field.
- Keep the message short and to the point. Do not include graphics. The maximum size of each message is limited to **100kb**.
- Each message should only be distributed once.

- Avoid using acronyms – many staff reading the message will not be familiar with the subject matter.
- If replying to a message, please ensure that you do **not** use the '**Reply to All**' button.

Information on how to send an email to a subscriber list is explained in the next section.

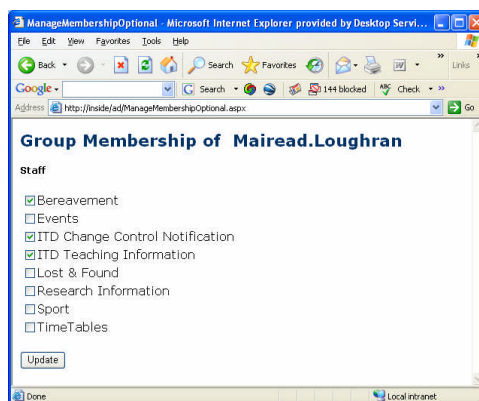
Optional Subscription Lists

You can elect to receive emails concerning **Events, Lost & Found, Sports, and Bereavements** etc. The process of subscribing and unsubscribing to the **Subscriber Lists** is carried out via the web and described below.

- Open **Internet Explorer** | From the **Favourite** menu, choose **ITD Information**
- Choose **Manage my Subscriptions** 

Change your Membership of Subscribed Lists

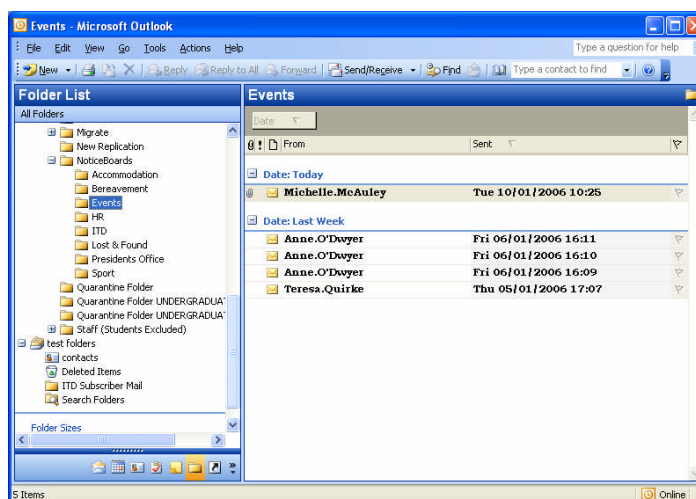
The web page below will be displayed. The web page should read **Group Membership of Your Name**



Initially everybody is a member of all the **optional** subscriber lists. To unsubscribe (i.e. you do not wish to receive emails on a particular topic e.g. Events) simply remove the tick beside the subscriber list you no longer wish to be a member of and click the **Update** button. To subscribe to a list (to receive emails about these items) place a tick in front of the topic and click the **Update** button.

Close this window when you are finished.

If you choose to opt out of any of these lists, you will still be able to view a historical record of all the messages sent to the subscribers by looking under **NoticeBoards** in the Public Folders.



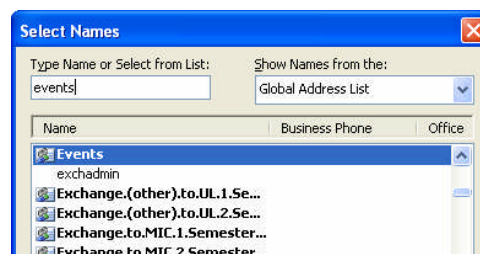
Note: If you want to send an email to any of the subscriber lists then you must be a member of that list

How to Send an Email to any of the Subscriber Lists

When sending a message to a subscriber list please ensure that you include a subject title in the **Subject:** field. Keep the message short and to the point and avoid including large attachments or graphics (Some staff will be reading these messages from home on a slow internet connection). Please also avoid using acronyms - many staff reading the message will not be familiar with the subject matter.

Please ensure that you also send the email message to the correct subscriber list.


1. Compose your Email in the normal manner.
2. To send it to (for example) **Events**, click on **To:** button and type **Events** under **Type Name or Select from List**
3. Click **To ->** and then **OK**.
4. Ensure that you include a **Subject** to the email. You should include meaningful information about the message. Thereby allowing individuals to filter the information that is relevant to them.
5. Before you send the message please ensure that you turn off your requests to receive read receipts. *[With the message open, click on the Options button located on the standard toolbar. In the window that opens, remove the ticks (if any) under **Voting and Tracking Options**]*
6. Click **Send**

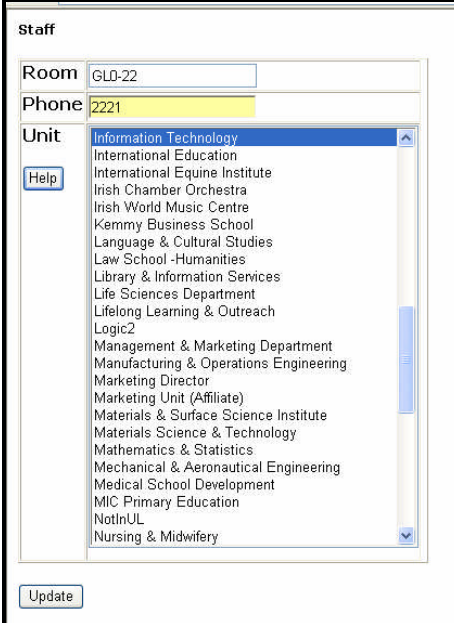


The message will appear in the Inboxes of those who have subscribed to the list.

Important Information

It is extremely important to check that you are affiliated with the correct department. To do this:

- Open **Internet Explorer** | From the **Favourite** menu, choose **ITD Information**
- Choose **Change my Details** 
- The next window that opens will display your name, along with your extension number and department. If any of these details are incorrect, you can make the changes here.
- Click **Update** to apply the new changes



staff

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Unit Information Technology

Help

International Education
International Equine Institute
Irish Chamber Orchestra
Irish World Music Centre
Kemmy Business School
Language & Cultural Studies
Law School -Humanities
Library & Information Services
Life Sciences Department
Lifelong Learning & Outreach
Logic2
Management & Marketing Department
Manufacturing & Operations Engineering
Marketing Director
Marketing Unit (Affiliate)
Materials & Surface Science Institute
Materials Science & Technology
Mathematics & Statistics
Mechanical & Aeronautical Engineering
Medical School Development
MIC Primary Education
NotInUL
Nursing & Midwifery

Update