

Best Practices for Internal Electronic Communications

UAB has developed several options for internal electronic communications. The following guidelines have been developed to help you determine the best method of communication to meet your needs.

The eReporter

The eReporter is an electronic companion to the print *UAB Reporter* and is the recommended alternative to sending mass e-mails. It is distributed bi-weekly to UAB faculty and staff. If you have news or information that you would like to publish, please contact *The eReporter* at reporter@uab.edu or 205/975-5533, or online at www.uab.edu/reporter.

BlazerNET

BlazerNET offers two options of communication that can target members of the UAB community based on their status as faculty, staff or student.

Area Specific Channels are used regularly to provide ongoing information and services to particular groups about particular topics. For example, channels on BlazerNET's Faculty Resources tab are designed specifically to deliver information to faculty, while those on the Student Resources tab are specifically for students.

Targeted Announcements are usually used for discrete events or one-time delivery of timely information.

To request a new BlazerNET channel or Targeted Announcement, sign in to **BlazerNET** and click on the help button in the upper right corner. A pop-up box will appear, from which you can select "Request a New Channel" or "Request a Targeted Announcement" on the left side, as shown below. For more detailed instructions, please follow the "BlazerNET Instructions" link below. Requests for a new BlazerNET channel or Targeted Announcement are reviewed by the BlazerNET Operating Committee and must be submitted five business days prior to the required start date.

BlazerNET Instructions

E-Mail Lists

For ongoing communications with specific groups within the UAB community, the following options are available based on the purpose of the communications.

Listservs

Listservs are used for a defined, static group of recipients and are necessary for lists that include recipients outside of UAB. The audience can be determined through self-subscription, or a list owner can add and remove recipients. Listservs may be set up as a one-way distribution outlet or as a virtual discussion community to which all members can post information. To request a Listserv, contact the AskIT Help Desk at 996-5555.

Dynamic E-Mail Lists

Dynamic e-mail services are regularly used for one-way information delivery to audiences whose composition may change often. Rather than relying upon statically defined memberships, each use of these services constructs its list of recipients in real-time. Distribution lists are typically developed for specific instances of communication such as sending to a specific department, a school or all occupants of a building. To request a distribution list, contact the AskIT Help Desk at 996-5555.

Mass E-Mails

Any one-time message addressed to multiple recipients that needs to be sent from a "special" address rather than a user's personal address is considered a mass e-mail. Mass e-mails sent to all faculty, staff and students are reserved for special circumstances and require special permissions based upon organizational hierarchy. Please contact AskIT at 996-5555 to initiate the process. Once the permissions are granted, Central IT will construct the lists and send the e-mail. When submitting your request, please indicate the required send date and allow seven business days for completion of the request.

Requirements for Mass E-Mails

Personal Distribution Lists

Personal distribution lists are often used for unique groups that you need to e-mail frequently and which may include external parties. When sending your message, please keep in mind that the size limit for attachments is 30MB. For instructions on constructing a personal distribution list in Microsoft Outlook, click on the link below. Alternatively, you can create a list of emails separated by semicolons in a saved Notepad document. When you are ready to use the list, simply copy and paste the e-mail addresses into the "Bcc" field (this provides privacy for your recipients, especially if some of them are non-UAB).

Instructions for Personal Distribution Lists in MS Outlook

UAB Global Address Book

Lists maintained in the UAB Global Address Book are for UAB personnel only. They are reserved for a defined, static audience of ongoing information recipients. To set up a group e-mail distribution list in the Address Book, please contact the AskIT Help Desk at 996-5555.

UAB GreenMail

GreenMail is an electronic newsletter distributed every two weeks to all UAB students and subscribers, and it is the recommended alternative to sending mass e-mails. If you have news or information that you would like to publish, please complete the Request for Publicity form at www.uab.edu/publicity. Subscription information and an archive of past editions is online at www.uab.edu/greenmail.