



## EMAIL POLICY ADDENDUM: USE OF GSINFO

Area: Information Technology Services  
Subject: Email  
Applies To: University  
Sources: Vice President for Information Technology

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### I. Purpose

GSINFO is an e-mailing list designed to announce events and provide information to the University community.

### II. Policy Statement

1. The events should be of general interest and sponsored or supported by University-connected organizations. Any information provided should be relevant to the University's mission and operation.
  - a. Examples of proper postings of events would include: Museum events, Sports announcements, Concerts, Graduation dates and times, Benefits deadlines, Blood drive dates, Student organizations' events, sponsored political speakers dates and times, and Weather Alerts.
  - b. Examples of proper postings of information would include: Changes in Benefits, School closings, Power problems, phone problems, Technical Support Virus alerts, President's announcements, traffic alerts, University Stores announcements, and Student organizations' announcements.
  - c. Examples of **improper** use of the list would include: selling personal items, non-university related political announcements, copyrighted material, non-authorized virus or computer alerts, and non-affiliated business sales or announcements.
2. GSINFO should not be used for personal purposes or for non-authorized announcements.