

# UAF Staff Council Listserv Information

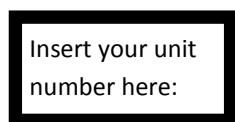
Each Staff Council unit has a listserv that allows Staff Council and Staff Council representatives to send information directly to constituents.

- Please be responsible when sending information to your constituents. All UA and UAF policies and procedures must be followed when using the listserv. You are responsible for the information that you send out.
- Whenever possible, provide links to official information. It is exceedingly important that all information sent to staff members is accurate.
- Listserv memberships are updated daily by an automated process, based on dlevel. Staff Council does not have the ability to add or remove anyone from the listserv. If an employee feels they are erroneously included on a list, they should be directed to the OIT help desk.
- When logging into the listserv system, please use the standard email address provided by OIT. Alias addresses, such as firstname.lastname@alaska.edu, will not be recognized by the system and this will prevent you from being able to send out a message. If you have multiple UA or UAF email addresses and you are not sure which of your email addresses is in the system, contact the Staff Council Office.
- To send a message to your unit listserv, send the information via email to the appropriate unit list:

Unit 1: StaffCouncilUnit1-l@lists.alaska.edu

Unit 2: StaffCouncilUnit2-l@lists.alaska.edu

Unit 3: StaffCouncilUnit3-l@lists.alaska.edu



Unit **X**: StaffCouncilUnit**X**-l@lists.alaska.edu

- All representatives are given administrative access to the listserv for their unit. As an administrator, you have the ability to approve posts to the list.
- Any messages that you send from your standard email address to your unit listserv email address will not require moderator approval and will be posted immediately. Post with caution.
- If you experience problems with your listserv please contact the Staff Council Office.