Electronic Messaging

POLICY CONTENTS
Scope
Policy Statement
Reason for Policy
Procedures
Forms
Related Information
History

Scope

This policy applies to all individuals with a University of Nebraska Omaha (UNO) email address or other official messaging tools, to send electronic messages to announce, promote and advertise should adhere to this policy.

Policy Statement

UNO email may not be used to send or transmit unsolicited electronic messages to other University of Nebraska addresses where the primary purpose of which includes but is not limited to informing, announcing, advertising, or promoting an event, product, program, service, group/division/unit/college, or person.

Acceptable email messages include:

• Messages within a division, college, department or academic course
• Announcements about a UNO service to individuals identified as using that service (Note: potential use does not qualify as using the service)
• Messages to opt-in mailing lists, if the topic matches the intended purpose of the list
• Sanctioned University of Nebraska enrollment or employment notifications
• UNO Maverick newsletters to faculty, staff, and students sent by University Communications
• Messages submitted to University Communications that receive approval from the UNO office of
  the Chancellor or from the NU President's office

The use of university information systems, including email, is subject to the NU Executive
Memorandum 16.

**Reason for Policy**

This policy is to protect UNO and its faculty, staff and students from violating anti-spam email and
messaging laws and align the campus with best practices in email promotion and marketing. This
policy also works to remove unsolicited emails sent internally and through the Nebraska system of
campuses and externally to the UNO community.

**Procedures**

Violations may result in loss of email access. Reporting violations and or governance should be
directed to the Digital Communications Executive Committee via the Digital Communications Team.

**Forms**

For any electronic messaging initiatives UNO faculty, staff, and students should contact University
Communications via the Start Your Project form.

**Related Information**

**Additional Contact**
Internal Communications Coordinator
unonews@unomaha.edu

NU Executive Memorandum 16
UNO Digital Communications Governance Policy

**History**

This policy is an update to the Mass Email Policy that was previously updated in 2011.
The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.