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
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.