

Policies: Campuswide Email Use

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For purposes of this policy, mass email is defined as a single message being sent to more than 1,000 recipients.

University Police and/or Integrated Marketing and Communications (IMC) will disseminate emergency campus-wide e-mails via [E2Campus](#), the university's emergency notification system. IMC also disseminates two weekly mass emails: the Blugold Briefing email to faculty, staff and students that highlights campus events happening each week, and the Blugold FYI email to faculty and staff that provides information related to being a UW-Eau Claire employee.

Departments, offices, units and student organizations should submit announcements for publication in Blugold FYI by using the Blugold FYI submission form, found on [this webpage](#). See the [IMC event promotion process](#) for information on how to spread the word about campus events.

In addition to emergency emails and IMC's weekly emails, the chancellor, the vice chancellor for EDI and student affairs, and the provost/vice chancellor for academic affairs may authorize dissemination of information via mass e-mail on a case-by-case basis.
