

- 1 Campus-wide emails are an important aspect of ensuring effective campus communication.
- 2 ChSCC President and all Vice Presidents can send emails to the entire campus directly from their email accounts on behalf of themselves or those within their departments.
- 3 All other campus wide emails will be distributed through this email account: `CAMPUS.ANNOUNCEMENT@chattanooga.state.edu`.
- 4 All faculty and staff may submit emails to the email account for campus distribution. The campus operator will monitor this account.
- 5 For specific criteria on using the `Campus.announcement@chattanooga.state.edu`, refer to ChSCC 08:19 Campus Email Messages and Communication Policy.



For full guidance on this and all other Technology policies please go to the Technology web site at:

[technology.chattanooga.state.edu/policies-procedures](http://technology.chattanooga.state.edu/policies-procedures)