

Infomail Postings Policy & Procedure

University Infomail postings are limited to the following:

- ◆ Timely announcements directly from the University President, the Provost and the Chancellor of the CSU. Proposed messages are posted only by the Office of University Relations.
- ◆ Messages regarding campus safety, power outages and other disruptions of essential services
- ◆ Last minute changes of times, dates and places for events already publicized in the University Journal.
- ◆ Other messages where timeliness is of great importance to the university community.

Items not meeting the above criteria, and not suited to publication in the University Journal, should be posted to department Websites or distributed via listservs.

To subscribe to Infomail:

1. Compose a new e-mail message to listserv@listserv.csufresno.edu
2. In the body of the message type the following:
Subscribe infomail YourFirstName YourLastName
3. Make sure your signature file is disabled or you will get error messages from listserv. This will not hurt anything, but can be annoying.
4. Send the message.
5. You will receive a confirmation message from the listserv. **REPLY** to this message. Delete all text in the message and type the following: OK
6. Make sure your signature file is disabled.
7. Send the message within 48 hours or you will need to resubscribe.
8. When you get the welcome message from the INFOMAIL listserv, read and then save it. This message contains information you will find useful should you ever wish to unsubscribe from the list.

Please contact the Helpdesk if you require further assistance.

Via WWW: <http://www.csufresno.edu/ITS/wo/default.html>

Via E-mail: help@csufresno.edu

Via Telephone: Faculty/Staff: 278-5000

Students: 278-7000

CVIP Customers: 278-1111 + 2