

What is Bulletin Board?

Bulletin Board is a listserv available to Fresno State employees. It is a convenient way for departments and offices to publicize Fresno State events and faculty and staff news, to disseminate information and/or to explain a new service to the campus community.

Any dean, department chair, manager, representatives of bargaining units or designated proxies may post messages on Bulletin Board.

Bulletin Board is different from the Infomail listserv. Infomail is limited to time-sensitive administrative announcements, such as traffic and safety warnings, important policy clarifications and messages from the President, Vice Presidents, Human Resources, and the Chancellor of the California State University. Infomail messages are posted only by the Office of University Communications.

How do you subscribe or unsubscribe?

To receive messages posted by others, you must be an employee of the university with a csufresno.edu e-mail address. You may join the listserv by going to this link <https://listserv.csufresno.edu/cgi-bin/wa?SUBED1=BULLETINBOARD&A=1>. The same link allows you to leave the listserv.

Contact the Help Desk if you require further assistance.

Online at: <https://help.csufresno.edu/>

E-mail: help@csufresno.edu

Telephone: Faculty/Staff: 278.5000

Posting messages to the Bulletin Board listserv

To post to Bulletin Board, you must be authorized. Persons authorized are deans, associate deans, department chairs, managers, representatives of bargaining units and designated proxies.

Posting must be legitimate university business to keep Bulletin Board uncluttered, professional and interesting to subscribers.

Bulletin Board announcements regarding events not university-related or hosted by the university must be sponsored by a Fresno State office, department or program and provide a benefit to the university, its faculty, staff and/or students. The Bulletin Board listserv is not to be used for the following:

1. Advertising or promoting non-university-related events.
2. Promoting something that results in personal gain or financial benefit for an "individual" employee. Examples include, but are not limited to, announcing personal items for sale or rent and requesting assistance or information for an individual need. This does not include requests for sick or vacation time donations for those approved for catastrophic leave.
3. Personal announcements and/or communications.

4. Social activities that are not open to the campus community.

Rules regarding messages:

1. All messages must be sent as text. Varied text style and color should be used sparingly.
2. No attachments, photos, animated art or other graphic elements are allowed. The use of hyperlinks to direct readers to pertinent Web pages is encouraged to provide a means to incorporate graphics and provide longer messages.
3. Messages are limited to 25 lines of text, with exceptions made at the discretion of the Associate Vice President for University Communications. If longer messages are needed, users should be directed to a Web link. For example: "To read the complete policy for sending a Bulletin Board messages go to www.fresnostatenews.com/bulletinboard."
4. Only one message per week is permitted on a given topic.

Instructions for posting to Bulletin Board by authorized employees:

1. Type this address bulletinboard@listserv.csufresno.edu in the TO: line.
2. Type a short (one to four words) title in the SUBJECT line. Do not type "BULLETINBOARD" – it appears automatically.

For example, a subject line might read: New Madden Library Exhibit. (Remember, BULLETINBOARD will automatically appear.)

3. Type (or cut and paste) the desired message into the body of the e-mail.
4. Include sender's name and phone or e-mail contact in the body of the message. Click SEND.
5. Within minutes, you will get an e-mail notifying you that your message has been submitted to the list moderator. Your message will post once it is approved.

Messages for Bulletin Board are reviewed by the Office of University Communications three times a day: 9 a.m., noon and an hour before closing. Messages that do not adhere to the policy will not be posted. Messages received after the last designated time will be posted the following morning.

Senders will receive an e-mail informing them their message has been accepted and should appear on Bulletin Board within a few minutes.

For questions or assistance, contact the Office of University Communications at 278.2795.