

## Mason E-Files (formerly University Announcements)

For several years faculty and staff have received numerous weekly University Announcement emails covering everything from events to announcements. Starting October 14, 2002 these announcements will no longer be sent out on a daily basis, but instead will be sent as a weekly digest. The new announcement system, *Mason E-Files*, will be sent as a weekly email with a web site link to a digest containing each announcement sorted by category. There will no longer be a distinction between announcements sent to faculty and those sent to staff.

### Guidelines for using Mason E-Files

There are two types of Mason E-Files announcements, standard and alerts. Standard announcements are sent out in a weekly digest form on Mondays. Alert announcements are not restricted to the weekly digest form and are sent out under the name Mason E-Files Alerts.

#### *Standard Announcements:*

Requests for standard Mason E-Files announcements are submitted to Information Services via email to [efiles@gmu.edu](mailto:efiles@gmu.edu). Requests for an announcement must be submitted by Thursday for inclusion in the following Monday's Mason E-Files.

The email must contain the following information:

- Subject line: E-Files Standard Announcement for MM/DD/YY

In the body of the email include:

- University department sponsoring the announcement
- Title for the announcement
- Date you request publication

The announcement must include the following:

- Contact phone number or email for follow-up questions
- Sponsoring department of the announcement

Format of the announcement:

- Plain text only. No attachments. Word-processed documents will be returned to the requestor for conversion to plain text. Announcements may contain a web link for additional information. Charts and forms may be put on a GMU website and a link to this information within the announcement.
- Announcements length should not exceed 200 words. Announcements exceeding 200 words will be returned for revision.
- Clarity is important. Requests will be read for clarity and general format, but not edited. Unclear announcements will be returned to the requestor to be revised. Remember Mason E-Files go to the entire faculty/staff community.

Mason E-Files that will not be accepted

- announcements of items "for sale"
- announcements recruiting for vacant positions
- announcements from sources outside of GMU

#### *Alert Announcements*

Alert announcements are sent under the name Mason E-Files Alerts, so they are not confused with standard Mason E-Files announcements. Alert announcements include school closings, unscheduled or short notice outages (power, water, heating, etc), campus emergencies, significant computer network disruptions, closed roads, etc. Alert announcements are not restricted to the weekly digest and may be sent out as soon as staffing constraints permit. Normal announcements that were not submitted in time to be included in the weekly digest are NOT considered emergency announcements.

Requests for Alert Mason E-Files announcements are submitted to Information Services via email to [efiles@gmu.edu](mailto:efiles@gmu.edu). A follow-up call to 993-1005 would ensure receipt of the alert.

The email must contain the following information:

- Subject line: E-Files Alert Announcement

In the body of the email include:

- University department sponsoring the announcement
- Subject line to be used for the announcement
- Nature of the alert

The announcement must include the following:

- Contact phone number or email for follow-up questions
- Sponsoring department of the announcement

Format of the announcement:

- Plain text only. No attachments. Word-processed documents will be returned to the requestor for conversion to plain text. Announcements may contain a web link for additional information. Charts and forms may be put on a GMU website and a link to this information within the announcement.
- Announcements length should not exceed 200 words. Announcements exceeding 200 words will be returned for revision.
- Clarity is important. Requests will be read for clarity and general format, but not edited. Unclear announcements will be returned to the requester to be revised. Remember Mason E-Files go to the entire community.

## **Audience**

The weekly Mason E-Files digest is automatically sent to all faculty (full-time, part-time, adjunct, and administrative) and all staff (full-time, part-time classified; university affiliates; non-student wages; and contractors). Mason E-Files are not sent to students.

## **Subscribe/Unsubscribe**

The list of recipients for Mason E-Files is generated from both the HR and PhotoID systems. Mason E-Files are only sent to @gmu.edu email addresses. If you are receiving Mason E-Files announcements at a non-GMU email account, then your GMU email account is most likely forwarded to the non-GMU address.

### *Subscribe*

If you are not receiving the Mason E-Files announcements you may subscribe yourself by sending an email to [efilemgr@gmu.edu](mailto:efilemgr@gmu.edu) with the subject of Subscribe. In the message body please put the following line:

Subscribe e-files, [youremailaddress@gmu.edu](mailto:youremailaddress@gmu.edu) yourfirstname yourlastname

### *Unsubscribe*

If you are receiving the Mason E-Files announcements and wish to cease receiving them please send an email to [efilemgr@gmu.edu](mailto:efilemgr@gmu.edu) with the subject Unsubscribe. In the message body please put the following line:

Unsubscribe e-files [youremailaddress@gmu.edu](mailto:youremailaddress@gmu.edu)

Unsubscribe requests must be sent from your [useridd@gmu.edu](mailto:useridd@gmu.edu) email account.

Mason E-Files is an ongoing and evolving service. Because of this we reserve the right to update policies and procedures as deemed necessary. Please check this site for updates.

## **Alternatives to Mason E-Files**

While sending a mass email may seem like a good way to get information to the university community it is not the only way to reach the community at large nor is it always the best way. Below are listed some additional resources where your announcement could be circulated to the campus community:

[Today@Mason](mailto:Today@Mason) Announcements (993-1056)

Broadside (993-2950)

Daily Gazette (993-8781)

Flyers Posted (993-9000)

Campus mail (993-2691)