



Electronic Group Communication Guide

If you are wanting to:	We recommend:
<p>Communicate with other members of a class you are teaching or taking?</p>	<p>MyWashburn MyCourses</p> <ul style="list-style-type: none"> • Easy to use. • Tools available include e-mail, chat, message board, calendar, posted Web links and file sharing. • Only instructors and persons enrolled in the course may belong to the group. <p><i>To access MyCourses, log in to MyWashburn, select the MyCourses tab.</i></p>
<p>Form a group with access to tools that include a message board, homepage, e-mail, chat and calendar?</p>	<p>MyWashburn Groups</p>  <ul style="list-style-type: none"> • Friendly interface. • Provides alternative forums for discussion: e-mail, chat, and message board. • Only people with MyWashburn accounts may belong to the group. • Person who requests the group (faculty, staff or student) becomes the owner. <p><i>To create such a group, log in to MyWashburn, select the Groups tab, and select "Create Groups".</i></p>
<p>Distribute information to all faculty, all staff (administrative and classified) or all students through an announcement on the WU Today page of MyWashburn?</p>	<p>MyWashburn Targeted Announcement</p>  <ul style="list-style-type: none"> • Several offices have authority to send Targeted Announcements: University Relations, Human Resources, President's Office, VPAT, VPAA, Enrollment Management, Student Life, WSGA, University Police, Facilities Services and ISS. • Contact announcements@washburn.edu to find out who in the above areas has authority to send targeted announcements. • See MyWashburn - Content Contribution, in the MyWashburn Docs section of the Support Tab of MyWashburn for additional information. <p><i>To send a targeted announcement request to University Relations for processing, complete a Submit Targeted Announcement form available in the Submit Information channel on the WU Today page.</i></p>

<http://www.washburn.edu/iss/docs/groups.pdf>

If you are wanting to:	We recommend:
<p>Create an "address book entry" to be shared by members of your department or the campus or the world? OR Provide a way for people from outside of Washburn to contact your department easily and have an instant reply? OR Provide a way to automatically keep a record of correspondence between your department and others?</p>	<p>E-mail Alias</p> <ul style="list-style-type: none"> • Persons not in the e-mail alias group may send mail to the group. Example: Prospective student sends e-mail to the alias biology@washburn.edu. • Owner(s) of e-mail alias add members through Web-based administrative interface. • Can have an automatic reply sent back when e-mail is sent to the e-mail alias. • Can be set to archive messages with archives available only to members. • One of the owner(s) of the group must be faculty/staff. <p><i>To create such a group, send e-mail to lists@washburn.edu with the following information:</i></p> <ul style="list-style-type: none"> • <i>Name of alias</i> • <i>Owner of alias</i> • <i>Purpose of alias</i> • <i>Whether or not the correspondence should be archived</i>
<p>Provide a forum for discussion through e-mail only?</p>	<p>Discussion Group</p> <ul style="list-style-type: none"> • Individuals may subscribe or can be added by discussion group owner(s) through a Web-based interface. • Members may include non-Washburn individuals. • You must be a member of the group to send mail to the group. • Can be set to archive messages, with the option of having them available to the public. • One of the owner(s) of the group must be faculty/staff. <p><i>To create such a group, send e-mail to lists@washburn.edu with the following information:</i></p> <ul style="list-style-type: none"> • <i>Name of list</i> • <i>Owner of list</i> • <i>Purpose of list</i> • <i>Whether or not the correspondence should be archived</i>
<p>As an employee, announce a university-related event to all faculty and staff?</p>	<p>Sending e-mail to all faculty and staff</p> <p>The following discussion groups are available for use by faculty/staff: allfaculty@washburn.edu, allstaff@washburn.edu, allfacultystaff@washburn.edu</p> <ul style="list-style-type: none"> • Used for announcement of events and activities related to the mission of the University and as a free speech forum • Not to be used "for commercial purposes or for direct personal gain unrelated to the achievement of the University's public purpose" (excerpt from the University's telecommunications policy at http://www.washburn.edu/admin/tel_policy.html)