

Guidelines for Users Sending Email to Large Distribution Lists

North Seattle College's Cabinet works in tandem with Seattle Colleges' IT Department to grant permission for some employees (typically directors, deans and above) to access and use large campus distribution lists for sending email. The list of employees allowed permission to do this is reviewed on an annual basis.

Following are a few things to remember when sending email to large distribution lists, such as Staff_N, FTFaculty_N, etc.

- **Make sure the email is necessary.** Sending an all-staff message when the information is pertinent to only some recipients is wasteful and can be interpreted as spam by those who don't need the information. So be sure to ...
- **Use the right distribution list.** You probably already know which distribution list to use to reach your intended audience. If not, please check with your supervisor or IT.
- **Use the From: field correctly.** If the message is coming from your individual email account, it will likely automatically populate. For example, if your name is Jane Doe, it will automatically fill in the From: field with Jane.Doe@Seattlecolleges.edu. However, if you have access to a department- or program-specific email account, you will need to replace your name with that email address. Typically, this would be an address beginning with North, that would look something like: North, XYZDepartment@seattlecolleges.edu.
- **Make sure From: and To: match.** If your email is being sent from XYZDepartment@seattlecolleges.edu, you should put XYZDepartment@seattlecolleges.edu in the To: field. The To: field cannot be blank, and – for campus communications – it should NOT contain a campus distribution list. Instead, you should ...
- **Enter campus distribution lists in the BCC: field.** Your target audience should be entered in the BCC: fields. This is a common and recommended practice to help prevent disruptive reply-all email storms. You should reference your target audience in the subject line or body of the email.

Following these simple guidelines will help ensure your important messages are received by the right audience at the right times. In turn, your audience will be more apt to appreciate messages because they are more appropriately delivered.

If you have any questions or suggestions, please reach out to the [Seattle Colleges IT Department](#).