AdminNet email distribution procedure

Purpose

The purpose of the AdminNetwork explode email list is to provide a means of communication to facilitate resource, knowledge sharing and networking opportunities for AdminNet members. This supports the vision of AdminNetwork and the strategic intent of UNSW.

Use of this email list is governed in accordance with the UNSW Email Policy.

https://www.it.unsw.edu.au/policies/docs/Email_Policy.pdf

Email Administration

The email list is administered by UNSW Admin Net Committee – this means that when an email is sent to the list it requires the approval of one of the list administrators before it is circulated to the AdminNetwork members. This prevents bulk spam being sent out to our members. Please be mindful that we are a voluntary committee and your email may not be sent out immediately after you have sent it to the list. We aim to send out emails on this list once per day where possible.

Please ensure that the following criteria are met:

- gain permission from the originator of the email before forwarding it to AdminNet
- be courteous, polite and concise
- keep attachments under 1 MB

Sending an Email to the list

Sending an email out to Admin Net is easy – simply address your email to:

Admin-network@lists.unsw.edu.au

<table>
<thead>
<tr>
<th><strong>Example emails sent out</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sourcing / sharing resources, services or post general question where information or assistance is needed.</td>
</tr>
<tr>
<td>Advertising positions vacant @ UNSW.</td>
</tr>
<tr>
<td>Sharing experience regarding work related issues e.g., a new function in Microsoft office.</td>
</tr>
<tr>
<td>Advertising courses or services from a UNSW provider e.g. Unigym, counselling, UNSW bookshop, OSDS, Admin Net, UNSW Lifestyle centre, ARC activities etc.</td>
</tr>
<tr>
<td>Advertising department / school events e.g. charity morning teas, addresses by public figures, conferences, receptions etc.</td>
</tr>
<tr>
<td>UNSW email newsletters or bulletins relevant to Admin Net staff (e.g. Staff Development, HR).</td>
</tr>
</tbody>
</table>
Preferred supplies (only from Strategic Procurement).

Giving away things that are no longer required (In accordance with UNSW OHS Policy).

UNSW survey

Providing information related to UNSW and staff about changes e.g., Changes UNSW policy or procedure.

**Subscribe/ Unsubscribe to AdminNet member's list**

Please visit the website below and follow the prompt in Admin-network Subscribers section to either subscribe or unsubscribe