



FIU

FLORIDA INTERNATIONAL UNIVERSITY

RELATED INFORMATION (O)

This Policy applies to: Univmail Announcements only.

Univmail Announcements must be for official University business only and must be in conformity with all applicable University policies.

- A. Using Univmail Announcements for illegal activities is strictly prohibited. Illegal use may include, but is not limited to: obscenity; child pornography; threats; harassment; theft; attempting unauthorized access to data or attempting to breach any security measures on any electronic communications system; attempting to intercept any electronic communication transmissions without proper authority; and violation of copyright, trademark or defamation law.

- B. Univmail Announcements may not be used for: commercial activities not approved by appropriate supervisory FIU personnel consistent with applicable policy; personal financial gain (except as permitted under applicable academic policies); personal use; uses that violate other University policies or guidelines; or uses inconsistent with applicable state or federal law. Applicable University policies include, but are not limited to, policies and guidelines regarding personnel, intellectual property, or regarding sexual or other forms of harassment.

- C. Links in University Announcements may only be made to officially sanctioned university web sites and are subject to approval.

PROCEDURES (O)

1. Employees wishing to submit a message to be posted as a Univmail Announcement must complete the online form at *univmail.fiu.edu*
2. Submitted Univmail Announcement messages must include a valid FIU email and contact information.
3. Employees who submit messages for posting will receive an email with a link requiring them to confirm their submission.
4. Once confirmed by the sender, the message will be approved by appropriate External Relations personnel.
5. Students wishing to submit messages should contact the Campus Life Office at 305-348-2138 or visit them at GC 2240. Student groups may submit messages through their appointed faculty advisor.
6. Any message intended for Univmail Announcements that is inconsistent with the policy statement above will be rejected and notice will be sent to the email address submitting the announcement.
7. **University Announcement messages submitted and confirmed by 1pm will be distributed before 8:00 am the following morning.** If they are submitted and confirmed after noon, they will be distributed during the next cycle.
Announcements submitted and confirmed on a Friday after 1pm will appear Tuesday morning. Announcements will not run Saturday, Sunday nor during any University Holidays.

FORMS/ONLINE PROCESSES (O)

Univmail Announcement [Online Submission Form](#) can be found at: univmail.fiu.edu

By submitting an article, you are implicitly accepting these terms & conditions.