

E-mail Guidelines

These are some guidelines for the appropriate use of the campus email distribution lists. Please consult this information before sending a note to meant to ensure that the e-mail system will work efficiently for everyone.

1) The distribution lists should be used for JCC internal business only.
This includes any web site or Internet resource.

3) Do not send attached files to the distribution lists.
This is a functional rule. A small Word document or electronic greeting card may not seem like a big deal but there are about 400 plus individuals on the main distribution lists. That little file, when multiplied by 400, can exceed people's patience and the system's capacities.

4) Do not send chain letters or advertisements. The distribution lists are meant for JCC use only. The JCC Internet system, including e-mail, FTP and World Wide Web, is not meant for commercial transactions such as sales or solicitations.