



28 April 2021

Dear Oregon State Colleagues:

Many of you have the occasional need to communicate with the university community, or groups within the broader OSU community. Please keep this document on hand to help guide you through your options. If you have questions regarding the following choices, please email us.

[Gigi Bruce](#)

Office of the Provost & Executive Vice President

gigi.bruce@oregonstate.edu

[Theresa Hogue](#)

Internal Communications Coordinator

theresa.hogue@oregonstate.edu

OSU Today

OSU Today is a daily email newsletter for Oregon State University faculty and staff, with a subscriber base of nearly 15,000. *OSU Today* will let faculty and staff know about:

- where OSU is featured in the news media
- events or program opportunities
- news and features involving OSU faculty, staff and academic programs
- newsletters and notices
- employee information and job postings
- traffic and maintenance notices
- weather updates

Submission guidelines: <https://today.oregonstate.edu/email>

Contact: OSU Today: osutoday@oregonstate.edu

You may subscribe here: <https://today.oregonstate.edu/email/osu-today-signup>

OSU Calendar

OSU events open to the public can be submitted to the OSU online calendar by going to the calendar page: <http://calendar.oregonstate.edu/> and logging in with your ONID password.

Guidelines are available on the site.

LIFE@OSU

This online faculty and staff news magazine offers feature stories, videos and photo galleries focused on the OSU community. You can read it here: <https://today.oregonstate.edu/stories>

LIFE@OSU includes events, awards, honors, personality profiles, and stories on faculty, staff and students. Story ideas are always welcome. To submit a suggestion, email lifeatosu@oregonstate.edu.

LIFE@OSU Editor: Theresa Hogue; theresa.hogue@oregonstate.edu

INFORM-C Email Lists (Commonly known as INFORM OSU)

The INFORM-C email lists are organized by employee group and do not differentiate based on location. For example, all classified employees in Corvallis, Bend, Newport, Portland, and elsewhere are included on INFORM-C6. The Inform lists are updated automatically using BANNER. This means that units and departments must keep their personnel records in BANNER current and accurate, including preferred email addresses. Employees may check to verify their preferred email address in the system by:

1. Go to MyOSU at <http://myosu.oregonstate.edu>
2. Log in with your ONID credentials
3. Click on the Employee tab
4. In the My Employment Details area, click on Update Email Address
5. Follow the on-screen instructions to insert a new address and mark it as Preferred.

All INFORM-C email lists are visible in the global address book:

	Inform-C1	Deans, executives, chief officers
	Inform-C2	Top academic/research administrators: department and school heads/chairs; center directors, etc.
	Inform-C3	Top administrators: administrative unit directors, etc.
	Inform-C4 and C5	Not in use
*	Inform-C6	All classified employees
*	Inform-C7	All professional faculty
*	Inform-C8	All instructors, research associates/assistants
*	Inform-C9	All professors, associate professors, assistant professors
	Inform-C10	Academic advisors
	Inform-C11	Office managers, executive assistants, administrative assistants
*	Inform-C12	Other (postdoc scholars, clinical fellows, courtesy appointments, postdoc fellows, graduate fellows, temporary employees and academic wage appointments)
	Inform-C13	Emeritus faculty
*	Inform-C14	Graduate assistants

To reach all OSU employees*

When you need to reach all employees, use lists C6, 7, 8, 9, 12, and 14. Depending on your message, you may also wish to add INTO OSU Joint Venture employees and OSU Foundation and Alumni Association

employees. Email [Gigi Bruce](#) or [Kayleen Eng](#) if you would like to discuss the audiences you are trying to reach.

Guidelines for use of the INFORM lists

OSU has an acceptable use policy that limits broadcast emails. In general, information broadcasted should be relevant to all recipients, or the vast majority.

The INFORM lists are moderated. When you send information to **any** INFORM list, you will receive an autoreply indicating that the list moderator will approve or disapprove your request. Emails that are not acceptable within the use policy will not be approved.

Common requests for broadcast emails include the following, but will very likely not be approved for distribution by email list serve distribution:

- **Newsletters** (from departments, colleges, and divisions): Inaugural newsletters can be shared with all employees via email. After that, all electronic newsletters should be posted to the web. Share the link with the campus via *OSU Today* or create an opt-in mechanism.
- **Workshops, Seminars, Training:** Workshops and seminars should be communicated through *OSU Today*. Units may email information to unit heads and office managers if appropriate (inform C2, 3, 11), but should not broadcast announcements to all employees unless the information is relevant to all recipients.
- **Calls for proposals, etc.:** These should be communicated through *OSU Today*. Units may email information to unit heads and office managers if appropriate (inform C1, 2, 3, 11), but should not broadcast announcements to all employees unless the information is relevant to all recipients.
- **Position announcements:** Position announcements are posted to the HR employment web page. They may also be communicated via *OSU Today*. Only announcements regarding positions that impact the full campus community should be shared in broadcast emails (e.g., deans, vice presidents, etc.).
- **Award, fellowship, and scholarship information:** Units are asked to limit their broadcast emails only to information that is relevant to all recipients. It is rare that these announcements should be broadcasted broadly. Usually, sharing these announcements with unit heads and office managers is most appropriate, as well as posting them to *LIFE@OSU*.
- **Road closures, traffic announcements, construction announcements, etc.:** Submit your announcement to *OSU Today*.
- **Retirement receptions:** Submit your announcement to *OSU Today*.
- **Events:** Use *OSU Today*.

Contact for INFORM emails: [Kayleen Eng](#)

Orange Media Network and the Daily Barometer

The Orange Media Network includes six student media formats to inform the OSU Corvallis campus community: The Daily Barometer (a free weekly student newspaper); Beaver Digest Magazine (published three times annually); Prism Magazine (a literary and arts magazine published three times annually); KBVR-FM; KBVR-TV; and DAMchic Magazine. The Barometer is published in print weekly during fall, winter and spring terms and monthly during the summer, and is available daily on-line at:

http://www.orangemedianetwork.com/daily_barometer/

The Barometer is a source of news for both students and faculty and staff. To submit an event or story idea, email news@dailybarometer.com

Student Email Lists

Many departments/units have student email lists that they use at the local level. The University has email lists that reach all undergraduate and/or graduate students. Requests to send to these lists should be directed to the Office of the Registrar.

Alerts & Emergency Notifications

The [OSU Alert portal](#) allows you to provide OSU with your current emergency contact information. This information will only be used to notify you in the event of an emergency. The OSU Alert portal is a hosted service by AT&T Rave Guardian, and they are contractually obligated to protect your information and will not sell or share it with anyone.

If you need help signing into or using the OSU Alert portal, please contact the OSU Computer Helpdesk through their contact form at (541) 737-3474

For policy questions about the OSU Alert service, please contact the Emergency Preparedness Manager – at (541) 737-4713.

Sign up for OSU Alert

Please read these instructions carefully. To receive OSU alert notifications, you need to login to your account and update how you want to receive your alerts. OSU encourages you to add a text capable device to receive an urgent message if an incident is under way.

Login to the portal (<https://www.getrave.com/login/oregonstate>) using your ONID email and password. Update and save your contact information.

Close the web browser when complete.