



Mass Emailing

Policy Number: 506

Categorized: Information Technology

Procedure: 506P

Responsible Office: VP Information and Engineering Technologies (IET) and College Computing

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

1. Scope

This policy applies to all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who use College-wide and campus email distribution lists.

2. Policy Statement

College email is only for official College business. College-wide email distribution lists should only be used for information important to all members of the College community. Email primarily of interest to a particular campus should use the individual campus distribution list instead. Access to the use of College-wide and campus email distribution lists is restricted to designated individuals. All College-wide emails must identify the specific person/office that is responsible for the email communication.

3. Authority

[VCCS Policy Manual Section 9.4 Information Security](#)

VCCS IT Security Guideline 13.2.3 Electronic Messaging

VCCS IT Security Standard 20.1 Office 365 Account Security

VCCS IT Security Standard 20.2 Office 365 Email Services Security