

# IFAS Announce

## 2023 Use Guidelines

UF/IFAS email lists, also known as listservs, provide opportunities to reach different segments of faculty, staff and student to target your messages and announcements. They are managed by IFAS IT and you can see many of the UF/IFAS listservs here: <https://directory.ifas.ufl.edu/listserv/>.

Please direct questions about UF/IFAS listservs to the IFAS IT help desk team at [help@ifas.ufl.edu](mailto:help@ifas.ufl.edu).

### Who receives IFAS Announce emails?

The UF/IFAS Directory system provides directory information on all UF/IFAS employees (faculty, TEAMS, USPS, OPS) as well as courtesy and affiliated faculty and staff. Anyone with a profile on the IFAS Directory (which should be everyone!) can subscribe to this list and get these emails. This subscription is voluntary on your part, and you may unsubscribe if you choose to.

- Sign up here: <https://directory.ifas.ufl.edu/mydirectory/> (and while you're there, check to make sure your profile is up to date.)

### Who can send to IFAS Announce?

Anyone in IFAS can send to IFAS Announce.

### What kind of materials should go to IFAS Announce?

- Event and project invitations
- Internal communications that would be appropriate for anyone in IFAS (job announcements, system updates, large-scale awards)
- Award and recognition announcements
- Job postings for IFAS
- Calls for participation or assistance that are appropriate to be shared IFAS-wide

### What should NOT be sent to IFAS Announce?

- Information that is only appropriate for a small section/department/unit, or specific to a geographic location in the state
- Fundraising emails for other organizations
- Political or religious information

### Who approves IFAS Announce emails?

There is a small group of approvers whose role it is to prevent inappropriate information from being released.

### IFAS Announce best practices

- When sending a message across IFAS, be sure that it is clear what you are asking recipients to do. For example:

#### You're sending an event announcement:

- » Clarify the intended audience for the event
  - Students? General public? Faculty?
- » If there is something you would like them to do, let them know:
  - "Please share with your (insert intended audience) and encourage them to attend."
  - "Please register in advance for this event." (with active link)

#### You are announcing some sort of process or system update:

- Include relevant dates of when the update is happening.
- Include instructions (ex: please install the updates as soon as you see them).

### What's the difference between IFAS Announce and IFAS All?

IFAS ALL is NOT voluntary for recipients and reaches all faculty and staff in IFAS. This list is reserved for major/official announcements, emergency communications and messages from leadership.