

Tool	Primary Audience				Can others see it?	Is it publicly available?	Can anyone submit?	Notes
	Students	Faculty	Staff	Alumni				
Email, Outlook-Global List: All-faculty-staff		x	x		no	no	no	Access restricted; only used for Daily Bulletin and urgent or important messages that apply to all faculty/staff
Email, Outlook-Global List: All-students	x				no	no	no	Access restricted; only used for Student Wiren and urgent or important messages that apply to all students
Email Faculty list managed by Faculty Affairs		x			no	no	no	Contact Faculty Affairs to have an email sent to the faculty email list
<a href="#">Student Wire</a>	x				Emailed to students	archive is public	any faculty, staff or student	See link in column A
<a href="#">Daily Bulletin</a>		x	x		no	no	only faculty and staff	See link in column A
Facebook	x	x	x	x	yes	yes	yes, for consideration	Contact the Communications Manager
Instagram	x	x	x	x	yes	yes	yes, for consideration	Contact the Communications Manager
LinkedIn		x	x		yes	yes	yes, for consideration	Contact the Communications Manager
TikTok (soft launch)								Contact the Communications Manager
<a href="#">Social Media Platforms</a>		x	x		yes	yes	yes, for consideration	Post on unit's social media platform and tag other units. View the social media directory for unit social media platforms
Building monitors in Wellness							yes, for consideration	Contact the assistant athletic director for Wellness and Recreational Services
<a href="#">Building monitors in LLC</a>	x	x	x		yes	yes	yes, for consideration	Contact the Food Service Director
Posters in Residence Halls	x	x	x		no	no	yes, requires approval by Student Development	Drop off 40 copies at the Office of Residence Life.
Posters in classroom and administrative buildings	x	x	x		if on campus	no	yes	There is no process to approve or post posters. You may post as you wish.



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\*Student Executive Council is composed of student leaders, SGA and student organizations presidents. The SEC meets a few times each semester. To get on the agenda, contact the Vice President for Student Success.