	ience							
Tool	Students	Faculty	Staff	Alumni	Can others see it?	Is it publicly available?	Can anyone submit?	Notes
Email, Outlook-Global List: All-faculty-staff		х	х		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	х				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		х			no	no	no	Contact Faculty Affairs to have an email sent to the faculty email list
Student Wire	х				Emailed to students	archive is public	any faculty, staff or student	See link in column A
Daily Bulletin		х	х		no	no	only faculty and staff	See link in column A
Facebook	х	х	Х	Х	yes	yes	yes, for consideration	Contact the Communications Manager
Instagram	х	Х	Х	Х	yes	yes	yes, for consideration	Contact the Communications Manager
LinkedIn		Х	Х		yes	yes	yes, for consideration	Contact the Communications Manager
TikTok (soft launch)								Contact the Communications Manager
Social Media Platforms		х	Х		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
Building monitors in LLC	х	х	Х		yes	yes	yes, for consideration	Contact the Food Service Director
Posters in Residence Halls	х	х	х		no	no	yes, requires approval by Student Development	Drop off 40 copies at the Office of Residence Life.
Posters in classroom and administrative buildings	х	Х	Х		if on campus	no	yes	There is no process to approve or post posters. You may post as you wish.

	Primary Audience							
Tool	Students	Faculty	Staff	Alumni	Can others see it?	Is it publicly available?	Can anyone submit?	Notes
Digital sign on Baltimore Pike	х	х	Х		yes	yes	yes, for consideration	Email Communications@lincoln.edu for more information
Homepage of the Website		х	х	х	yes	yes	ICONSIDERATION	Email websupport@lincoln.edu with 1. the image (landscape orientation), 2. slide-in text, and 3. link that the slide should take the user to.
Website Event Calendar		х	Х	Х	yes	yes	yes	See link in column A
Department/Unit webpages	x	x	X	x	yes	yes	Content for individual unit/department webpages must be approved by that department/unit's leader	Connect with the department/unit's leader.
<u>Handshake</u>	Х	Х	Х		no	no	yes	See link in column A
Engage Lincoln Lions	Х		Х		yes	yes	yes	See link in column A
Registered Student Organization club leaders	х				yes	yes	no	See link in column A
Faculty meeting		Х			yes	agenda & minutes		monthly
Faculty Council		х			yes	minutes only		monthly
All Department Chairpersons Monthly Meetin		х						
Each Academic Department's Monthly Meeting	ng	Х						
Student Government Association	Х							Student Senate is part of SGA
Student Executive Council*	х							Contact the Vice President for Student Success to ask to be considered

	Primary Audience						
Tool	Students	Faculty	Staff	Δlumni	· · · · ·	Can anyone submit?	Notes

*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.