

# Campus Communication

Need to communicate a message to fellow employees or students? Here's how!

## EMPLOYEE EMAILS

1. **Admininfo@list.missouriwestern.edu** – This is the “must read” email – used for messages from administrators, messages about benefits, emergencies, or other subjects that concern all employees.
2. **News@list.missouriwestern.edu** – This is the “read only if you want to” email - messages contain information about campus events, accomplishments, or general campus information. This one is the most common.

Send these emails just as you send all emails. The messages go through the Public Relations and Marketing Office (PRMO), and staff members receive an email telling them a message is ready to go out. Staff members then read the message, approve it and send it out.

The PRMO changes the subject line in the News emails so that employees may set up folders/filters for the different messages. Contact the PRMO for information on how to set up folders/filters.

Messages can be edited by the PRMO staff before they are sent, so if you realize there is an error in the email after you sent it, they can correct it if it hasn't been approved yet. If there is a rush to get it out, feel free to call 5651 or 5670 to get it immediately sent out.

You may send attachments with both of these emails.

## GOLD LINK

1. **Campus Announcements** - these messages are posted on the Gold Link home page and are accessible to students, faculty, staff and administrators. The information is also pulled and published in Tower Topics, if applicable and received in time.
2. **Personal Announcements**– like the Campus Announcement, these can be read from the Gold Link home page. With personal announcements, you can choose to have the message on the homepage of only students, only faculty, or only employees. Personal announcements can also be emailed and can be targeted to students only, faculty only, or employees only. We do limit how many emails we send to students, so if the message is not applicable to a large group of students, we won't email it; it will only be posted as an announcement on the Gold Link home page. Personal announcement may be published in Tower Topics, if applicable. The personal announcement cannot contain attachments.

To submit: Go to the Gold Link homepage. The link to submit is on the left side; you may have to scroll down to find it. These go to the Public Relations/Marketing Office and they send them out; call 5651 if you have any questions.

## **FLYERS**

### **Through Campus Mail**

If you want to send a flyer to all employees through campus mail, place the copies in campus mail and include a note, "One to Each Employee." Make 650 copies.

**On Bulletin Boards** – All flyers must be approved and stamped by the Student Development Office. Then you may hang them on approved campus bulletin boards.

**Residence Hall Mailboxes** – Mailboxes can be stuffed if the event is open to all residence hall students and is sponsored by a university department or a student organization. The flyer must be approved by the Associate Dean of Student Development's Office. For convenience, please have the flyers folded in thirds. Call 7101 for a quantity; it is usually around 1,100.

## **TOWER TOPICS**

Tower Topics is the weekly electronic newsletter produced by the Public Relations and Marketing Office. You may send news and information to be included in the publication to [publicrelations@missouriwestern.edu](mailto:publicrelations@missouriwestern.edu). If you have an idea for news or a photo opportunity for Tower Topics, call 4124. Tower Topics is available at [missouriwestern.edu/towertopics](http://missouriwestern.edu/towertopics), or can be accessed from the home page.

## **WESTERN TV**

**Calendar of Events** – To have your event posted on the calendar of events on the campus television, send the information (event name, description, date, time, place) to [television@missouriwestern.edu](mailto:television@missouriwestern.edu).

**Western Reports** – To submit story ideas for Western TV's "Western Reports," go to [www.missouriwestern.edu/imc/ets/form.php](http://www.missouriwestern.edu/imc/ets/form.php).

**WEBSITE** – Employees may call the webmaster at 5889 to get campus events posted on the home page.

## **GRIFFON NEWS**

Readers are encouraged to submit story ideas and information to The Griffon News office, Eder 221, phone - 4412, or [stories@thegriffonnews.com](mailto:stories@thegriffonnews.com).

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