



UH Hilo Communication Outlets via Mass Email

Listserv	Purpose	Access	Recipients	Management	Attachments, Hyperlinks & URLs	Questions
UH Announce via UH Broadcast	Administrative messages; communication is one-way	Designated administrators and staff in select units. Units requesting messages sent on UH Announce must submit their request to their respective Vice Chancellor. Chancellor's units submit request to Vice Chancellor for Administrative Affairs.	Faculty, Staff, and/or Students (Undergraduate and/or Graduate) with hawaii.edu email. Manually entered email for RCUH addresses.	System IT	Not allowed (may include shortened URL)	Kalei Rapoza, kaleihii@hawaii.edu
UH Hilo & RCUH All Employees Listservs: uhh-all-employees@lists.hawaii.edu uhh-rcuh@lists.hawaii.edu	Campus messages to UH Hilo, RCUH faculty and staff; limited capacity for discussion	All employees included in the listserv; message is released or held by designated moderators. Moderation includes replies to the listserv(s)	All UH Hilo employees, including those with non-Hawaii.edu email	Office of VC for Administrative Affairs	Allowed (documents should be accessible: www.hawaii.edu/access)	Kalei Rapoza, kaleihii@hawaii.edu
`Ohana Listserv: uhh-ohana-l@lists.hawaii.edu	Informal communication; allows for discussion	Listserv members	All UH Hilo employees with hawaii.edu emails are added to the listserv upon hire and may opt-out at any time. Once removed, the person is no longer subscribed or able to send communications via this listserv	System IT; UH Hilo Computing Center	Not allowed (may include URL)	Daryl Masuda, dmasuda@hawaii.edu

Faculty Listserv	Communication primarily for and among faculty members; allows for discussion	Anyone subscribed to the listserv	Faculty, staff who subscribe to listserv; listserv is updated each semester	Office of VC for Academic Affairs	Allowed	Kristi Nakamura, kanihok@hawaii.edu
Ha`ilono o UH Hilo	To enhance UH Hilo internal communication and keep employees informed on a weekly basis with content determined by Media Relations	Email items to Alyson Kakugawa-Leong for inclusion; deadline is Monday, Noon, for following day's email blast (for Monday holidays, deadline is Friday prior, 2 p.m.)	All UH Hilo employees, including those with non-Hawaii.edu email	University Relations	Photos, links are provided in email where applicable	Nyssa Kushi, nkushi@hawaii.edu
Division Listservs	Intended for communication among employees within distinct Divisions (Administrative Affairs, Academic Affairs, Student Affairs, Chancellor's Units)	Anyone in the Division has access; allows for discussion	Listserv updated to reflect new hires, departures	Respective Division appointee	Allowed	Admin Affairs: Kalei Rapoza, kaleihii@hawaii.edu Academic Affairs: Kristi Nakamura, kanihok@hawaii.edu Student Affairs: Farrah-Marie Gomes, fmgomes@hawaii.edu Chancellor's Units: Deneen Louie, deneen@hawaii.edu

All listservs are governed by UH Executive Policy E2.210 Use and Management of Information Technology Resources: <http://www.hawaii.edu/policy/e2.210>. The policy and procedure for sending mass email messages to students is found at: <https://hilo.hawaii.edu/studentaffairs/conduct/mass-email-messages-to-students.php>.