



## UH Hilo Communication Outlets via Mass Email

Listserv	Purpose	Access for Sending	Recipients	Management	Attachments, Hyperlinks & URLs	Questions
<b>UH Announce via UH Broadcast</b>	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.	System IT	Not allowed (may include shortened URL)	Kalei Rapoza, <a href="mailto:kaleihii@hawaii.edu">kaleihii@hawaii.edu</a>
<b>UH Hilo &amp; RCUH All Employees Listservs:</b> <a href="mailto:uhh-all-employees@lists.hawaii.edu">uhh-all-employees@lists.hawaii.edu</a> <a href="mailto:uhh-rcuh@lists.hawaii.edu">uhh-rcuh@lists.hawaii.edu</a>	Campus messages to UH Hilo, RCUH faculty and staff; communication is one-way	All employees included in the listserv; message is released or held by designated moderators.	All UH Hilo employees, including those with non-hawaii.edu emails	Office of VC for Administrative Affairs	Allowed (documents should be accessible: <a href="http://www.hawaii.edu/access">www.hawaii.edu/access</a> )	Kalei Rapoza, <a href="mailto:kaleihii@hawaii.edu">kaleihii@hawaii.edu</a>
<b>`Ohana Listserv:</b> <a href="mailto:uhh-ohana@lists.hawaii.edu">uhh-ohana@lists.hawaii.edu</a>	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 to the listserv and no longer able to send communication via this listserv	System IT; UH Hilo Computing Center	Not allowed (may include URL)	Kalei Rapoza, <a href="mailto:kaleihii@hawaii.edu">kaleihii@hawaii.edu</a>

<b>Faculty Listserv</b>	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, <a href="mailto:kanihok@hawaii.edu">kanihok@hawaii.edu</a>
<b>Ha`ilono o UH Hilo</b>	To enhance UH Hilo internal communication and keep employees informed on a weekly basis during the academic year	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 emails	Office of University Relations	Photos, links are provided where applicable	Nyssa Kushi, <a href="mailto:nkushi@hawaii.edu">nkushi@hawaii.edu</a>
<b>Division Listservs</b>	Intended for communication among employees within distinct Divisions (Administrative Affairs, Academic Affairs, Student Affairs, Chancellor's Units); allows for discussion	Anyone in the Division has access	Listserv updated to reflect new hires, departures	Respective Division appointee	Allowed	Admin Affairs: Kalei Rapoza, <a href="mailto:kaleihii@hawaii.edu">kaleihii@hawaii.edu</a>  Academic Affairs: Kristi Nakamura, <a href="mailto:kanihok@hawaii.edu">kanihok@hawaii.edu</a>  Student Affairs: Farrah-Marie Gomes, <a href="mailto:fmgomes@hawaii.edu">fmgomes@hawaii.edu</a>  Chancellor's Units: Deneen Louie, <a href="mailto:deneen@hawaii.edu">deneen@hawaii.edu</a>

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>.

Revised: February 1, 2022