National Yang Ming Chiao-Tung University, Information Technology Services Center's
Campus-wide Announcement Emails Delivery Service Guidelines

1.   Target Applicants: Limited to administrative units, primary teaching units, and primary research centers.

2.   Service Description:

1) This service is primarily for campus-wide announcements.

2) There are four groups of recipients of announcement emails: "All faculty, staff, and students", "All faculty and staff", "All students", and "All full-time teachers".

3) The content of the mail should be related to the administrative business and should be relevant to the majority of faculty, staff, and students. If it is an event, promotion, or lecture specific to a particular audience, please use the campus announcements system (the campus announcements system sends an email notification to faculties, staff, and students once a day).

4) This service only delivers e-mail messages to the NYCU email accounts of faculties, staff, and students of NYCU.

5) Except for emergency or special announcements, the same email content should only be sent once.

6) If there are regular courses or activities every month, please integrate the event content and apply for delivery once a month.

7) Due to differences in the receiving habits of each user, please do not treat this service as the only means of communication, thus avoiding important notices being missed by faculties, staff, and students.

8) Please refer to the Information Technology Services Center website for the application process and detailed information about the services.

3.   Delivery Method:

1) Self-sending by the unit:

a)   If the unit requires a large number of announcement emails, they can assign a person in charge to apply for an account and permissions to send these messages individually.

b)   The person in charge of the unit can use the unit's group account to send complete emails to the recipient group. After the Information Center reviews and approves the request, the email will be sent to the recipient's mailbox. If the content of the email is incorrect or does not comply with regulations, the Information Center will reject it and notify the person in charge of the unit.

2) Sent by the Information Technology Center on behalf of the unit:

a)   If the unit's demand for announcement letters is small, they can apply for the Information Center to send them on their behalf.

     b)   Except for emergency announcements, please submit the application two days before the scheduled sending date. Same-day requests for same-day delivery will not be accepted.

4.   Mail content specifications:

1) The email content must include a subject, body text, the person in charge, and contact information. Please provide both Chinese and English versions (including the subject) to serve foreign faculty and students.

2) The body text cannot consist of only images and links (it will be treated as junk mail or scam mail).

3) The entire email (including attachments) should not exceed 1MB in size, and attachments should be provided with related links as much as possible to save delivery efficiency. If attachments must be sent with the email, please provide them in ODF or PDF format.

5. These Guidelines shall be implemented after being approved at the Information Technology Service Center Supervisory Meeting, and the same shall apply for any subsequent amendment.