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## ASC Email Listservs

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# The Annenberg School for Communication

## Guidelines for the Use of Email Listservs

The Annenberg School for Communication has several email listservs available to use when emailing collective members of the school community. There are lists for most classification types, including faculty, staff, students, postdocs, and lecturers, as well as building locations, committees, and advisory groups.

### I. List Usage

Before selecting a listserv for use, carefully consider the audience you're trying to reach to ensure that the appropriate list is chosen.

Commonly used lists include:

- ASC List Everyone
- APPC List Everyone
- ASC List Faculty
- ASC List All ASC Staff
- APPC List All APPC Staff
- ASC List Postdocs
- APPC List Postdocs
- ASC List 3620 Walnut Everyone
- ASC List 3620 Walnut Staff
- ASC List 3901 Walnut Everyone
- ASC List Office 200 Staff

Lists that are building- or position-specific, e.g., ASC List Faculty, ASC List 3620 Walnut Everyone include only the people in that category or location.

There are two separate sets of lists: ASC (Annenberg School) and APPC (Annenberg Public Policy Center). Therefore, it's necessary to send emails to both when you want to reach people at ASC and APPC, for example:

1. ASC List Everyone

APPC List Everyone

2. ASC List All Staff  
APPC List All Staff

3. ASC List Postdocs  
APPC List Postdocs

The ASC List Everyone and APPC List Everyone lists are often used to share community information such as school-wide announcements, messages from the dean, invitations, etc. Essentially, all the other ASC and APPC lists make up the Everyone lists. Given their wide reach, they should be used judiciously and only when it is truly important that your email reaches everyone.

ASC/APPC listservs include only people with @asc.upenn.edu email or @appc.upenn.edu addresses. Personal email accounts cannot be added to listservs.

## II. Accessing Lists

To access ASC and APPC email lists in O365:

1. Click To or Cc, or click Names and Address Book to open your address book
2. On the right under Address Book click the down arrow
3. Click on Global Address List
4. On the left, in the Search box, type "ASC List" or "APPC List" and enter
5. Lists appear in bold font -- scroll down and click on the list you want to use
6. Click on To or Cc to use the selected list
7. Click OK

Since it can be easy to inadvertently select the wrong list, it's a good practice to always double-check to ensure that you are sending your email to the list(s) that you intend.

## III. Acceptable Use

When using ASC and APPC listservs (and your school-provided email account in general), please keep in mind the university's Policy on Acceptable Use of Electronic Resources.

University computing resources and email domains must only be used for activities supporting the university's teaching, research, and service mission. Using these systems for commercial or personal use violates the Acceptable Use Policy.

## IV. Questions

If you have questions about accessing or using listservs, or to request a new listserv, please contact the ASC IT Help Desk at [aschelpdesk@asc.upenn.edu](mailto:aschelpdesk@asc.upenn.edu).