

Making an IIUM email Announcement Main Guidelines

IIUM ANNOUNCEMENT GUIDELINES

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WEBSITE: WWW.IIUM.EDU.MY/DIVISION/ITO

1. Official & Important Announcement ONLY

- The use of email announce should directly support the academic, teaching, learning, research, administrative and community service activities of the University.

2. Responsible for Grammar!

OFFICIAL & IMPORTANT ANNOUNCEMENTS ONLY!

The use of email announcement should directly support the academic, teaching, learning, research, administrative and community service activities of the University.

ANNOUNCEMENT SLA

Verified announcements before 12 noon will be announced on the same day. After 12 noon, it will be announced next day. Please plan accordingly.

NO ADVERTISEMENTS!

No advertisements or personal matters will be allowed.

IMPORTANT DETAILS!

All email announcements should include the name of the requestor, the department, the designation, email address and telephone extension.

3. Announcement SLA

- Verified announcement before 12 noon will be announce on the same day. After 12 noon it will be announce on the next day. Please plan accordingly.

RESPONSIBLE FOR GRAMMAR!

The requestors are responsible to ensure that the announcement and grammar is correct and understandable for its intended audience. The University will not be liable of any misinterpretation or misunderstanding of the message.

RESPONSIBLE FOR CONTENT!

Requestors should indicate whether it is for staff email announcement and/or for students (in the announcement title column). The requestor is responsible for all replies, responses and complaints regarding the email announcement.

PHOTO SIZE LIMIT!

Email announcement shall be in text only format and for inline photo, the total size of the image should not exceed 1MB.

VERIFY AND NO TURNING BACK!

Send the announcement to announce@iiu.edu.my and please verify the email when you get the verification email. Once announced, it cannot be reversed/deleted.

4. Responsible for Content!

Please also indicate whether it is for staff email announcement and/or student email announcement (in the announcement title column). The requestors are responsible for all replies, responses and complaints regarding the email announcement.

5. No Advertisement!

- No advertisement or personal matters will be allowed.

6. 1MB Photo Size Limit

- Email announcement shall be in text only format and for inline photo, the total size of the image should not exceed 1MB.

7. Important Detail

- All email announcement should include the name of the requestor, the department, the designation, email address and telephone extension.

8.

Verify and No Turning Back!

- Send your announcement to announce@iium.edu.my and please verify the email when you get the verification email. Once announced, it cannot be reversed/deleted

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