

# LSTC E-MAIL GUIDE

*Office of Marketing & Communications*

## HOW TO ADD A SIGNATURE BLOCK TO YOUR E-MAIL ACCOUNT:

- [How do I add a signature block to my LSTC e-mail account using Outlook on desktop?](#)
- [How do I add a signature block to my LSTC e-mail account using Outlook 365 \(web-based e-mail\)?](#)
- [How should I format my LSTC signature block to align with LSTC brand standards?](#)

## CC OR BCC

When sending something to a large group that does not require recipients to respond or collaborate, put e-mails in the “bcc” line vs to the “to” or “cc” line. This ensures that should a person select “reply all” vs. “reply,” the message only goes to you and not to the whole group.

## LSTC MASS E-MAIL DISTRIBUTION LISTS

*Mass e-mail to large audiences (LSTC\_All and/or combining smaller distribution lists like sending to LSTC\_Students and LSTC\_FacStaff) is no longer appropriate or allowable.*

**Effective July 6, 2021,** “LSTC\_All”, the e-mail distribution list, *may no longer be used by any member of the LSTC community*, including all faculty, staff and students. This distribution list sometimes includes alumni that have not been retired from the MyLSTC system, and therefore, is NOT up-to-date with relevant contacts. IT will be monitoring its usage, and in cases where it is used, will be contacting the person who has used it to remind them of this policy and request that they stop.

## NOTES ABOUT OTHER LSTC E - MAIL DISTRIBUTION LISTS

E-mail distribution list usage is to be used *very minimally*. LSTC and non-LSTC event announcements/reminders, job announcements, community organizing, staff/faculty/student birthdays or special honors, prayer requests, etc (more detailed on the next page) should NOT be sent via e-mail distribution lists. Please reference ways to share information to large groups below INSTEAD of sending via e-mail.

[Access a full listing of available group e-mail distribution list and their primary senders.](#)

Individuals named in the “primary updater” and “secondary updater” columns are both:

1. The individual(s) to consult should information need to be sent through an e-mail distribution list.
2. The primary points of contact for that e-mail distribution list, which means said individual(s) are responsible for providing updates to the list by collaborating with IT when changes are needed.