

Annexure

Electronic Messaging Policy Users

The following table lists groups and stakeholders, along with their permission to send out mass emails.

| FROM | TO LIST | MAILING RIGHTS | COMMENTS |
|-------------------------------------|--------------------------------|--------------------------|---|
| Students | All Students All Faculty | No No No | Forward through Student Affairs Forward through Student Affairs Forward through Student Affairs |
| Emergency Management Services (EMS) | Entire LUMS | Yes | |
| Student Council | All Students All Faculty | Yes No No | Forward through Student Affairs. Forward through Student Affairs |
| Student Societies | Students, Faculty, and Staff | Through LUMS List Server | Only members can post No-reply option is available People can unsubscribe themselves. |
| Staff | All Students All Faculty | No No No | Forward through Human Resources Forward through Human Resources Forward through Human Resources |
| Faculty | All Students All Faculty | Yes Yes No | |
| Vice Chancellor's Office | Entire LUMS | Yes | |
| Dean's Office | Entire LUMS | Yes | |
| Departmental Heads | Entire LUMS | Yes | Includes academic as well as administrative heads |
| Registrar's Office | Entire LUMS | Yes | Only via department-designated service accounts |
| Program Coordination Office | Entire LUMS | Yes | Only via department-designated service accounts |
| Human Resources | Entire LUMS | Yes | Only via department-designated service accounts |
| Information Technology Services | Entire LUMS | Yes | Only via department-designated service accounts |

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|---------------------------|-------------|-----|---|
| Finance | Entire LUMS | Yes | Only via department-designated service accounts |
| Administration & Services | Entire LUMS | Yes | Only via department-designated service accounts |