**Conscribed E-Mail Checklist**

- The message is free of attachments.
- Embedded hyperlinks function properly.
- All details are accurate (e.g., day of the week matches date, email links are correct, name spelling correct – check against Global Address List or People Search, check that subject line is NOT all caps.)
- The message does not contain sensitive, confidential, or inappropriate material.
- Content is appropriate and pertinent to target audience (e.g., would one of the smaller, specialized lists be more appropriate?)
- The message cannot be interpreted as an inappropriate use of University information resources for personal gain or commercial purpose.
- Messages have been appropriately combined to avoid multiple or conflicting messages to the same target audience.
- The message content is important enough to justify distribution to a conscribed list for which there is no "opt-out" option.
- The Assistant Vice President/designee has reviewed and approved the message.
- The message is sent to JaNelle Barnes (JB34), Kristy Villareal (KH35), Cynthia Darling (CD29), and vpit@txstate.edu by noon on the day it is to be sent out.
- The message specifies which of the conscribed list groups are targeted. (Please note that if any of the specialized student lists are being used, justification must be provided.)
- The following footer appears at the end of the message: (Be sure to keep this in the same font style as body – make it gray and use 8 font size): "This message was sent to all members of a conscribed mailing list established and maintained by Texas State University-San Marcos. Your inclusion in this list results from your relationship and status with the University and is not optional."
- The appropriate mailbox in Outlook is selected before sending the message.
- The original submitter and mailbox sent from need to be blind copied on the outgoing email.