

MEMORANDUM

Quinsigamond Community College

Date: October 31, 2000

Office of the President

To: The College Community

670 West Boylston Street

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From: Sandra L. Kurtinitis, Ph.D.
President

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Re: QCC E-Mail Usage Policy

www.qcc.mass.edu

Given some confusion around this issue, let me clarify "acceptable use" of our qccfamily email list. Much like the Audix broadcast message system, the qccfamily email list is a service used to provide official college communications to all employees via email. Official college communication can be categorized as notices pertinent to all employees and news regarding campus sponsored events. It should not include personal notices such as car sales or house rentals. We will set up an alternate electronic method to accommodate the handling of personal items. (see below)

Therefore, it is unacceptable to use the qccfamily list for solicitation of any kind that is not on behalf of the college or the QCC Foundation. This includes political, charitable, and personal solicitations regarding items for sale or the like (See the Information Systems Acceptable Use Policy <http://www.qcc.mass.edu/IT/TechPlan/ISAacceptableUse.htm>).

Welcome to QCC-Bay!

To provide a venue for those who would like to be informed about charitable solicitations, items for sale, etc., the college has developed a Public Folder called - of course - QCC-Bay. Having a yard sale? Selling a car? Post it in QCC-Bay. QCC-Bay is an electronic bulletin board accessible through Microsoft Outlook Public Folders.

To Access the QCC-Bay Public Folder:

1. If you do not see your folder list, select View from the pull down menu and select Folder List
2. Expand (Click the cross to the left of the folder) the **Public Folders** folder at the bottom of the Folder List window.
3. Expand the **All Public Folders** - folder
4. Expand the **QCC-Bay** Public Folder - folder

To Read a message:

1. Open up the QCC-Bay Public folder
2. Double click on the desired message.

To Post a message:

1. Select the **New** message icon from the tool bar or from the **File** pull-down menu.
2. Use the subject line as the "Teaser" (e.g. **Car For Sale, Yard Sale, or Refrigerator for Sale**)
3. Place details, including contact information, within the message body.
4. Click **Post** to send it.