

Everybody & All Student Emails

McLennan Community College (MCC) recognizes that e-mail is one of the primary means through which important information about the College and its operations is communicated to both students and staff. This information ranges from updates on applying to MCC and registering for classes to notification of campus closings to information about employee benefits.

All MCC students, faculty, administrators, and staff are required to activate and actively maintain an MCC email account in order to be able to receive college communications. Individuals may opt to forward their MCC email messages to another email account (e.g., @gmail.com or @msn.com), but do so at their own risk, as the college cannot guarantee the proper handling of email by outside vendors or by departmental servers. Forwarding email does not absolve an individual of the responsibilities associated with communication sent to his or her official MCC email address. For more information about forwarding email, go to <http://www.mclennan.edu/tech-support/article/799/forward-mclennan-student-emails-to-another-account>.

Avoid Sending Mass Emails Too Frequently

Students receive many emails from many sources, often making it difficult to navigate and decipher important information from non-essential information. Senders of mass email should consider the frequency in which mass email is being used. Refrain from sending mass emails for individual notifications and **consider** sending regular unit emails (like the 411 or Career Services' Job Posting email) that contain multiple notifications.

Marketing & Communications offers publicity of upcoming events, arts & entertainment, athletic events, student activities, and other important dates through the weekly 411 email sent to all students and employees. For inclusion in the 411 weekly email, fill out [the publicity request form](#).

We can also share your message via MCC website, social media, and other publicity channels. Please fill out the publicity request form, so we can help you develop a post or content that will appeal to students via these channels. We would be happy to work with you to develop content that may appeal to students via these channels.

Staff Mass Email (Everybody distribution list)

Messages relevant and appropriate for the entire campus staff (or "everybody" distribution list) are largely reserved for strategically important and timely/urgent messages, mainly with regard to employment, college policies, and college procedures. Again, consider the frequency in which this distribution list is used and refrain from sending mass emails for anything that isn't related directly to MCC.