

## Listserv Requests

**No listserv requests should contain attachments or have personal messages in them (ex: "To Whom It May Concern: Please send this to all juniors.")**

**IrishLink :** [irishlink@listserv.nd.edu](mailto:irishlink@listserv.nd.edu)

This listServ is for emailing the entire student body (undergraduates, graduates, graduate business, and law). It is used for messages that affect the vast majority of students regarding academic announcements, the initiatives of Student Government, or information essential to students' role as members of the University community. All emails are subject to approval by the list moderators. Messages sent to this listServ, once approved, will be released to the listServ at midnight.

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**IrishLink-Urgent :** [irishlink-urgent@listserv.nd.edu](mailto:irishlink-urgent@listserv.nd.edu)

This listServ is for emailing the entire student body (undergraduates, graduates, graduate business, and law). It is used for messages that affect the vast majority of students regarding academic announcements, the initiatives of Student Government, or information essential to students' role as members of the University community and only when the information involves a pressing and immediate timeframe. (I.E. Tonight's Nobel Laureate speaker cancels). All emails are subject to approval by the list moderators. Messages sent to this listServ are released immediately, once approved.

Questions regarding the **IrishLink listservs** should be directed to Jennifer Laiber  
at [jlaiber@nd.edu](mailto:jlaiber@nd.edu) or 1-4753

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**ND-Selected-Students:** [nd-selected-students@listserv.nd.edu](mailto:nd-selected-students@listserv.nd.edu)

This listServ is for emailing a targeted group of students (i.e. Junior Finance majors, all graduating students, all Sophomores, etc.) The email is to be academic in nature and can only be sent from an academic department. All emails are subject to approval. Messages sent to this listServ, once approved, will be released to the listServ at midnight. However, time is required to establish the target group.

Steps for requesting to use this listServ:

- 1) Email [Stephanie Maenhout](mailto:Stephanie.Maenhout@nd.edu) with the requested population the email should be sent to approximately at least 24 hours prior to the email sending time.
- 2) Send the email to [nd-selected-students@listserv.nd.edu](mailto:nd-selected-students@listserv.nd.edu)
- 3) An email will be sent to you indicating the email has been submitted to the moderator.
- 4) Once the email has been distributed to the selected population, you will receive an email stating the email has been sent to 'number of' recipients.

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**ND-Selected-Students-Urgent:** [nd-selected-students-urgent@listserv.nd.edu](mailto:nd-selected-students-urgent@listserv.nd.edu)

This listServ is for emailing a targeted group of students (i.e. Junior Finance majors, all graduating students, all Sophomores, etc.) The email is to be academic in nature and can only be sent from an academic department. All emails are subject to approval. Messages sent to this listserv are released immediately, once approved. However, time is required to establish the target group.

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- 3) An email will be sent to you indicating the email has been submitted to the moderator.
- 4) Once the email has been distributed to the selected population, you will receive an email stating the email has been sent to 'number of' recipients.

Questions regarding the **ND-Selected listservs** should be direct to [Stephanie Maenhout](mailto:Stephanie.Maenhout@nd.edu)  
at [smaenhou@nd.edu](mailto:smaenhou@nd.edu) or 1-6051