

ListServ Requests

ListServ requests should NOT contain attachments or have personal messages in them (i.e.: “To Whom It May Concern: Please send this to all juniors.”)

IrishLink irishlink@listserv.nd.edu

This ListServ is for emailing the entire student body (undergraduates, graduates, graduate business, and law). Only University of Notre Dame academic departments and faculty can send information out through this ListServ. All emails are subject to approval and must be of academic nature. Messages sent to this ListServ, once approved, will be released to the ListServ at midnight.

IrishLink-Urgent irishlink-urgent@listserv.nd.edu

This ListServ is for emailing the entire student body (undergraduates, graduates, graduate business, and law). Only University of Notre Dame academic departments and faculty can send information out through this ListServ. All emails are subject to approval and must be of academic nature. Messages sent to this ListServ are released immediately, once approved.

ND-Selected-Students 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.

Steps for requesting to use this ListServ:

- 1) Email [Stephanie Maenhout](mailto:Stephanie.Maenhout@nd.edu) with the population the email should be sent to approximately 24 hours prior to the email sending time.
 - 2) Send the email to 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

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.

Steps for requesting to use this ListServ:

- 1) Email [Stephanie Maenhout](mailto:Stephanie.Maenhout@nd.edu) with the population the email should be sent to approximately 24 hours prior to the email sending time.
- 2) Send the email to nd-selected-students-urgent@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.

Questions should be directed to [Chuck Hurley](#) at 1-7495 or [Stephanie Maenhout](#) at 1-6051.