

Distribution List Guidelines

[List and Message Moderation](#)

Posting Guidelines

Anyone who is staff, faculty, resident or grad student within the School of Pharmacy may use the distribution lists. List use must be in accordance with all University policies, and for lists containing UPMC addresses, all UPMC rules and guidelines. In no nonsense plain English, that means:

- no junk emails
- no jokes
- no spam
- no emails of a personal nature

These lists were created as a tool for enhanced professional productivity. If you feel they are not being used wisely, please direct your comments to the person you feel is misusing the lists; their department chair, or your own department chair. Anyone failing to follow the above guidelines may be blocked from their use if needed.

If you have access to Course Info, please use that venue for students instead of the student lists when possible.

Email is considered a very helpful tool to aid productivity and communication, however studies demonstrate that it is also the single most damaging tool for productivity. When people receive too many emails, they often go unread or are simply deleted unread. The user assumes everyone has been informed about something, when in reality that doesn't happen.

Who Is On A List

All faculty, staff, grad students, residents, and research associates are added to the lists when they come to the school (hire, appointment, admit, etc).

If a person has multiple email addresses, generally speaking their @pitt.edu is the address placed on the list. @upmc addresses are sometimes used.

The email lists are now case sensitive. This is a change as of Fall 2010. Example: rxschool is a valid address, but RxSchool is not a valid address.