



THE UNIVERSITY OF TEXAS AT ARLINGTON

OFFICE OF THE PROVOST

Memorandum _____

To: Faculty

From: George C. Wright
Provost and Executive Vice President for Academic Affairs

Re: E-mail communication

Date: April 30, 2001

E-mail communication, which has become commonplace in many organizations, offers the opportunity to improve the dissemination of information on campus. By using email to communicate with faculty, this office can improve the speed with which information is distributed, provide faculty with greater access to information, and save costs by a reduction in paper.

To this end, effective June 1, 2001 all faculty will be expected to regularly check their email account just as they would their office mail box. Exchange, which can be accessed via Outlook or the web, will be the official vehicle for communication. If you do not currently have an Exchange e-mail account, contact OIT at x 2208 or helpdesk@uta.edu to activate an account. With the fixed inbox size, please move "need-to-keep" email to a personal folder residing on a resource that is backed up, such as OIT server. If you wish to receive your email at an address other than your Exchange address, please visit <https://eservices.uta.edu/exchangeforward> to have your mail forwarded to your specified address. Information regarding access Exchange email from Web is available at <http://www2.uta.edu/userserv/owa.htm>.

Electronic communication will occur in the following fashion. When necessary, email messages will be sent to each faculty member's Exchange account. Many documents that in the past have been circulated via campus mail will be placed in the text of the email message and attached as MS Word files. These documents will also be posted to the University web site at <http://www-ais2.uta.edu/provost/forms.htm>

If you have questions about this new policy, please contact Michael K. Moore at mmoore@uta.edu

xc: Academic Deans
Department Chairs and Program Directors
Dana Dunn
Li-Chih Fan
Chauncey Jackson
Michael K. Moore
Robert E. Witt