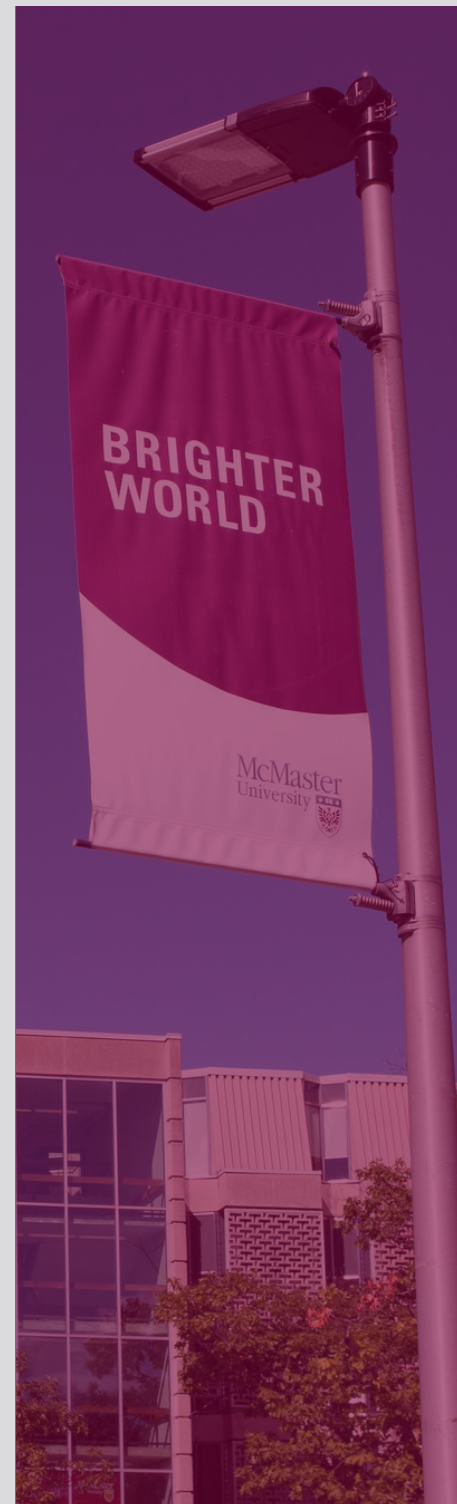


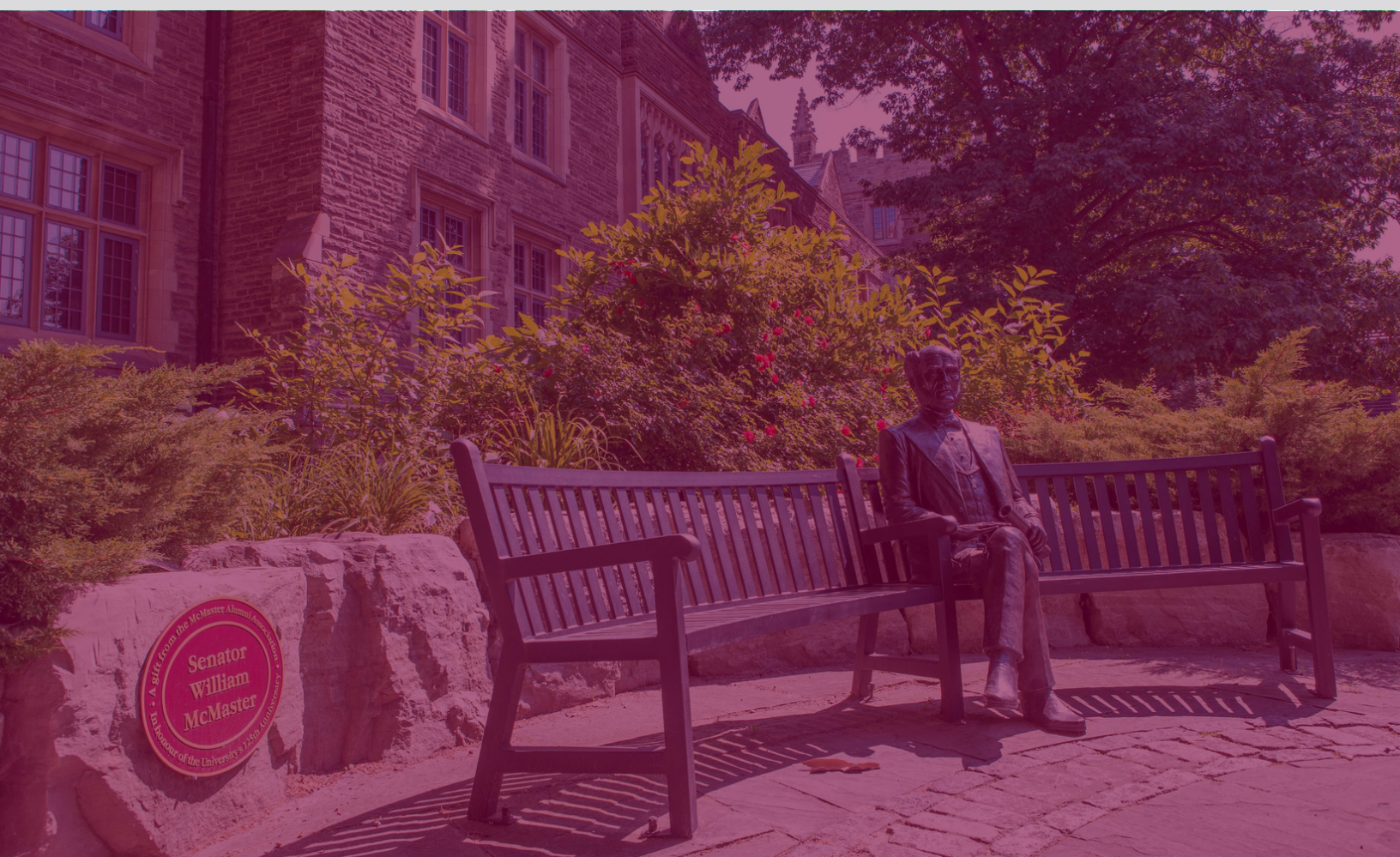
g-admast List Guidelines

The g-admast mailing list is owned by the Office of the Vice-President (Operations and Finance) and administered by the Executive Assistant and office staff.

Canadian Anti-Spam Legislation (CASL)

- This list will carry messages of University business that can be considered commercial messages, e.g. Notice of Campus Store Sales, or Faculty-hosted camp activities.
- Subscribing to the g-admast list is considered consent to receive messages which may include commercial messages.
- If you do not wish to receive emails which may contain commercial business, please unsubscribe to the g-admast list by sending an email to vpad@mcmaster.ca with the subject line **“unsubscribe.”**
- List members who share g-admast emails within their department or area are responsible for ensuring their recipients do not receive g-admast messages of a commercial nature if they have indicated that they do not wish to receive them.
- More information about CASL requirements can be found on the University Secretariat’s website: <https://www.mcmaster.ca/privacy/casl/#>
- See **‘To Send a Message to the List’** (below) for footer requirements.



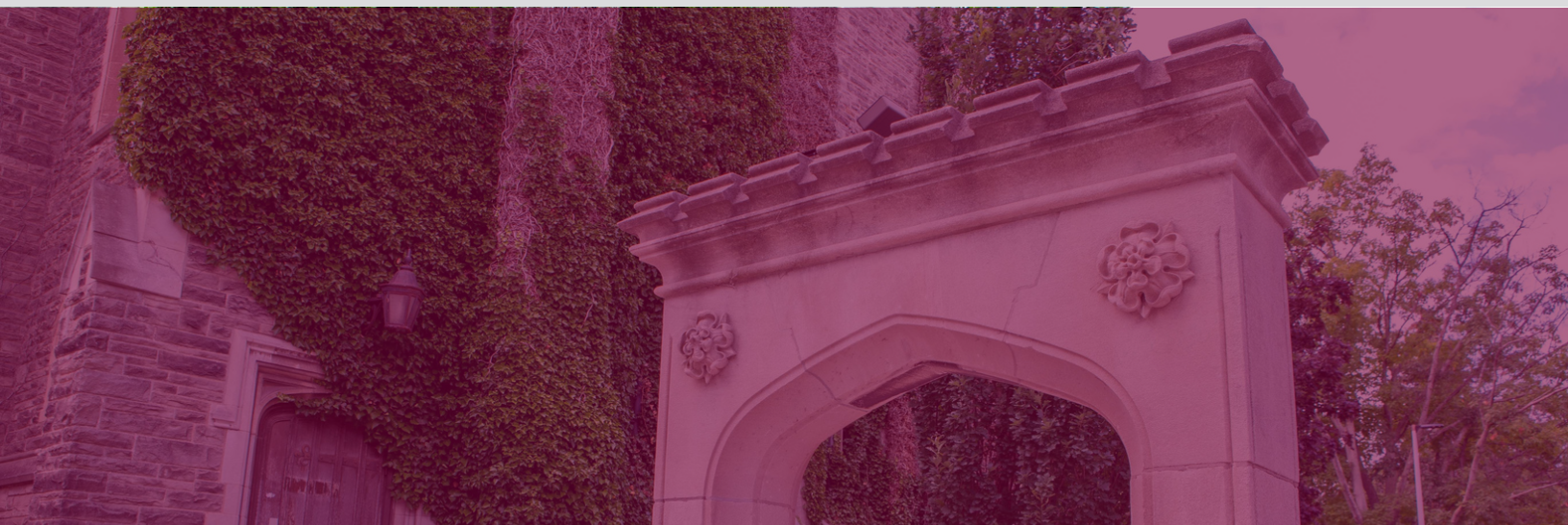


Subscribers of g-admast

- In order to keep the size of the list manageable, membership of this list is limited to one or two people per department or area.
- The g-admast distribution list is a mailing list created to assist in the sharing of common work-related information across the University.
- List members are responsible to share g-admast emails within their department or area, subject to the limits of the **Canadian Anti-Spam Legislation**.
- If a department or area requires more than two subscribers, it is suggested the department contact UTS or CSU to have their own electronic distribution list created. Such lists may only be subscribed to g-admast as one of the department's two subscribers if the primary subscriber can confirm that all of the department list members are aware of CASL and the nature of g-admast postings.

Sending a Message to the List

- Type **g-admast@mcmaster.ca** in the "to" field.
- A notice is sent to the list Administrator, advising of the request waiting to be approved.
- g-admast emails are usually approved after 4 pm each business day. If your message is urgent, please call **ext. 24755** and request early approval.
- Emails to g-admast cannot be changed in any way. Please do not include phrases such as **"Please send this message out to g-admast."**
- Your message must come from your email. We do not forward g-admast emails to the list on your behalf.
- Please include the following footer:
 - **"This email may have been forwarded to you by a department contact or Administrator. If this is the case and you wish to unsubscribe from g-admast messages, please contact your Administrator."**
- McMaster contact details are required as part of your message. Please include a signature block which will allow the recipients to contact a specific person.
- Please do not use the CC or BCC in your email.
- If you solicit a response to your email, please remind your respondents to use **"reply"** rather than **"reply all."**
- **See criteria for approval** (below).



Criteria for Approval for Posting to g-admast

- This distribution list is intended for administrative notices about University matters/business aimed at a staff and faculty audience. g-admast should not be used to advertise third-party events. Other communication channels may be better suited for some messages.
- The message must be relevant to McMaster University and its employees, not aimed at students or the general community, or only one employee group.
- The message must be relevant to the breadth of campus, and not limited to one faculty or one department.
- Messages submitted to g-admast must originate from the mcmaster.ca domain.
- This distribution list is not to be used for personal purposes.
- The size of the message should not exceed 250 KB.
- It is preferred that you avoid attachments and keep your message in the body of the email. If attachments or images are required, it is suggested that these be hosted on your department website with a link from within the message.
- McMaster contact details are required as part of your message. Please include a signature block which will allow the recipients to contact a specific person.

Contact Information for the g-admast List

- By phone: (905) 525-9140 x24755
- By email: vpad@mcmaster.ca
- In person: Gilmour Hall Room 202

