



Policy Regarding Mass E-mails

The Office of Institutional Advancement (OIA) is responsible for sending mass e-mails to School of Dentistry e-mail distribution lists. In accordance with the UM Office of Communications and Public Affairs, OIA is charged with ensuring that mass e-mails for the School of Dentistry adhere to UM brand standards.

Faculty, staff or students who wish to send mass e-mails are asked to please submit content to Adam Zewe at azewe@umaryland.edu. Please allow one week for review. All mass e-mails are approved on a case-by-case basis. OIA reserves the right to submit announcements the *Dental Digest*, unless otherwise specified. Requests for reminder e-mails must be resubmitted.

OIA maintains a schedule for mass e-mails to ensure that inboxes are not overwhelmed.

Thank you for your cooperation.