

## **Sending to the Employee Distribution List**

Marketing does not restrict employee use of campus email. If you have an event to promote or a special announcement or story to tell that is meaningful to our campus community, you are free to use email to do so.

Send your events or announcements to the campus community by emailing [dl-gc@memo.maricopa.edu](mailto:dl-gc@memo.maricopa.edu). Be considerate of your colleagues' inboxes and place the distribution list in the *bcc* field. This will prevent inadvertent replies to the campus community at-large.

Submit your district-wide event announcements and web to [The Maricopan](#), the district employee newsletter.

**Adhere to ADA requirements.** Common best practices are:

- Write out the text that appears in any attached documents. Screen readers can't pull information from your attachments.
- Don't use exclamation marks in the subject line. This could mark your email as spam.
- Use basic colors. Choose two colors you really like that contrast well and stick with them. There is nothing wrong with black and white.
- Use standard fonts that all email clients can read. Like color, stick to two fonts.