# 700.120 EMAIL DISTRIBUTION LIST USE POLICY

Wenatchee Valley College believes that effective communication is crucial for maintaining a productive and professional work environment. This policy, together with its accompanying procedure, is intended to provide guidance to WVC email users to adhere to appropriate email etiquette when communicating using large email distribution lists.

Approved by the president’s cabinet: 10/3/23

Adopted by the board of trustees: 10/18/23

Last reviewed: 10/18/23

Policy contact: Technology

Related policies and procedures

 700.100 [Electronic Information Resources Policy](https://www.wvc.edu/humanresources/policies-procedures/700-technology/700.100-electronic-resources.html)

 700.110 [Electronic Messaging Policy](https://www.wvc.edu/humanresources/policies-procedures/700-technology/700.110-electronic-messaging.html)

 700.115 [Email Retention](https://www.wvc.edu/humanresources/policies-procedures/700-technology/700.115-email-retention.html)

 700.125 [Acceptable and Ethical Use Policy](https://www.wvc.edu/humanresources/policies-procedures/700-technology/700.125-acceptical-and-ethical-use.html)

 1700.120 [Email Distribution List Use Procedure](https://www.wvc.edu/humanresources/policies-procedures/700-technology/700.120-email-distribution-list.use.html)