From: Johansson, Carl
Sent: Saturday, July 9, 2022 9:13 AM
To: Forestry ML Dean's Office <ubcfrst-ml-deansoff@mail.ubc.ca>
Subject: New Staff Info - UBC FASMail Mailing Lists & Resource Calendars

Morning,

The new staff may find it confusing to search for a faculty/staff mailing list when attempting to send an important email, or find a resource booking calendar. Here is clarification on what to look up in the address book.

Shared Mailbox/Calendar = format is **Forestry "Name"** and looks like this , note the icon of an outline of a person

Equipment booking calendar = format is **Forestry R-EQ "Device"** and an example is , note the icon of a pull down screen

Room booking calendar = format is **Forestry R-RM "Room"**, example, , icon is an odd coloured door.

Mailing list = format is **Forestry ML "Group name"**, example, , icon is the outline of more than one person.

> Mailing list nomenclature
> > **Forestry** + **ML** + **Unit** + **Group**
> > **Unit** can be, Dean's Office/FRM/FRSC/WS, drop the unit if a Faculty wide mailing list
> > **Group** can be, Faculty, Staff, PDF and similar
> Example, I need to email all the PDFs in Forestry, it should be **Forestry ML PDF**. No unit is needed as it's a faculty wide list. What if just Wood Science, then its **Forestry ML WS PDF**. Faculty wide lists are made from nesting unit lists. Example, if Wood Science updates their staff list, this automatically updates the Faculty wide staff list.

Q: Who maintains the unit lists?
A: The unit does. Forestry ML WS Staff = see Wood Science to update.

Q: Who maintains the Faculty wide lists?
A: The unit does, their mailing lists are nested in the Faculty wide lists.

Q: I am looking for a mailing list that is not in the address book, what do I do?
A: Email forestry.ithelp@ubc.ca and inquire. Some lists are not hosted on FASmail.

Q: Resource calendars, can I look to see the availability?
A: Yes, all resource calendars on FASMail allow one to view availability but you cannot book. Contact the unit's reception that the resource is in to book.

Carl