Email Guidelines

Review these guidelines and while you may be thinking “These are rookie mistakes I would never make!” they happen every year.

There are a few things to consider:

- Class email lists are intended for messages to an audience (your entire class), not an individual.
- Your @osu.edu email address is the official method by which the College communicates with you electronically. Therefore, only your @osu.edu address will be subscribed to this listserv. If you would like all of your @osu.edu email forwarded to another ISP email address you can do so through the OIT email forwarding website at http://my.osu.edu or by calling the University's Help Desk at 8-HELP (8-4357 or 688-4357 from off campus) and make your request. NOT ALL MESSAGE FORWARD SMOOTHLY STILL CHECK BOTH ACCOUNTS - you will need to still check your Buckeyemail inbox.
- ALWAYS remember to sign your messages with your name or better yet create a professional “email signature” (example at the end of this message) including your Class year (Class of 2022).
- Remember to place something in the SUBJECT line to assist our “skimmers”.
- The “filters” option in your email software can be helpful in organizing your email. If you setup a filter, when you receive a VET2022 message it will be sent to a special mailbox automatically. Check your ‘junk’ and “clutter” email folders to make sure your VET2022 email list messages are not being filtered. Many public email programs (Yahoo!, Hotmail, etc.) identify email coming from an email list (in particular OSU) as spam and filter accordingly.
- THE "REPLY" FUNCTION. Be aware that replying to a message sent to the email list replies to the sender only. If you want everyone to see your reply you must send it to vet2022@lists.service.ohio-state.edu or use the 'Reply to All' function.
- Some tablets will send an event invitation back to the entire list when you choose to “add to my calendar” the details of an event, resulting in multiple spamming instances.
- This is not a private class email list. Faculty and staff receive messages from all of the college email lists (see below).
- If you know of someone in your class who is not receiving their email list messages, have them send us an email at CVMPPS@osu.edu or stop by our office in 0005 VMC and someone will subscribe/re-subscribe them.
- An option exists to receive listserv emails in a daily digest, instead of individually as they are sent. To enable this option click on the link in the “Welcome to the Mailing List” email you received and turning on Digest Mode. In the event that a schedule change occurs, PPS sends an email to the impacted class list. In digest mode, recipients may receive the email notification later in the day than those not using the digest mode feature.

Each CVM class has their own email list such as (anyone can send to any student list):
vet2019@lists.service.ohio-state.edu - 4th year students (VME IV)
vet2020@lists.service.ohio-state.edu - 3rd year students (VME III)
vet2021@lists.service.ohio-state.edu - 2nd year students (VME II)
vet2022@lists.service.ohio-state.edu - 1st year students (VME I)

Example Email Signature

Brutus Buckeye
The Ohio State University
College of Veterinary Medicine
DVM Candidate, Class of 2022