

Mass Email Policy

No Johnson & Wales University employee or student may distribute a mass email without consulting with or prior approval by a Johnson & Wales University Communications campus contact.

Mass emails are reserved for time-sensitive, critical items related to university academic or administrative policy, procedures and activities. Mass emails may not be used for personal purposes. In addition, the university generally does not approve the use of mass email for commercial purposes.

Individuals, groups or departments wishing to promote events or announcements internally must use existing campus communication tools. Contact a University Communications campus contact for further information.