



UNIVERSITY *of*
ROCHESTER

INCIDENT COMMUNICATIONS

QUICK REFERENCE GUIDE

LAST REVISED: MARCH 23, 2018

ALL MEDICAL CENTER

These lists include all faculty, staff, and students (SON & SMD) in the Medical Center community – essentially everyone in the Medical Center Exchange environment. Some affiliates, such as Highland, are also included.

- AllPDCEXchangeGroup1@URMC.Rochester.edu
- AllPDCEXchangeGroup2@URMC.Rochester.edu
- AllSDCEXchangeGroup1@URMC.Rochester.edu
- AllSDCEXchangeGroup2@URMC.Rochester.edu
- URMCGlobal-Other@urmc.rochester.edu
- URCommunications@chet.rochester.edu
- alert_heart@lists.rochester.edu

Contact person for modifying authorized senders or verifying that the communication was successful:

Bruce (Chip) Partner (276-6582 Office, 585-749-0536 Cell)

Backup: Suzette Norris (275-8490 Office, 585-905-7507 Cell)

Germaine Reinhardt (276-7076 Med Center Office, 506-4655 Corp Woods Office, 259-8529 Cell)

SCHOOL OF MEDICINE AND DENTISTRY

- Faculty, Staff, & Students (Everyone)– SMD_All@lists.rochester.edu
 - Faculty & Staff – SMD_FacStaff@lists.rochester.edu
 - Students – SMD_All_students@lists.rochester.edu

Contact person for modifying authorized senders or verifying that the communication was successful:

Diane Frank (275-7923 Office, 585-797-7325 Cell)

Backup: Katherine Castle (273-4776 Office, 585-704-2598 Cell)

SCHOOL OF NURSING

- Faculty, Staff, & Students (Everyone)– SON_All@lists.rochester.edu
 - Faculty & Staff – SON_FacStaff@lists.rochester.edu
 - Students – SON_All_students@lists.rochester.edu

Contact person for modifying authorized senders or verifying that the communication was successful:

Mike Fisher (275-6884 Office, 585-733-2592 Cell)

Backup: Brian Harrington (275-8261 Office, 585 733-2604 Cell)

ARTS, SCIENCES & ENGINEERING

- Faculty, Staff & Students (Everyone) – ASE_All@lists.rochester.edu
 - Faculty & Staff – ASE_FacStaff@lists.rochester.edu
 - Students – ASE_All_Students@lists.rochester.edu
 - Undergraduate Students – ASE_Undergrad_Students@lists.rochester.edu
 - Graduate Students – ASE_Grad_Students@lists.rochester.edu
- Parents - Alert_ASE_Parents@lists.rochester.edu

Contact for verifying that the communication was successful to FACULTY/STAFF: **Tammy Michielsen (275-9075 Office)**
Backup: Charles DeSouza (585-275-0329 Office, 585-953-1272 Cell)

Contact for verifying that the communication was successful to STUDENTS: **Nancy Specht (275-5572 Office, 585-739-1804 Cell)**

EASTMAN SCHOOL OF MUSIC

- Faculty, Staff & Students (Everyone) – ESM_All@lists.rochester.edu
 - Faculty & Staff – ESM_FacStaff@lists.rochester.edu
 - Students – ESM_All_Students@lists.rochester.edu
 - Undergraduate Students – ESM_Undergrad_Students@lists.rochester.edu
 - Graduate Students – ESM_Grad_Students@lists.rochester.edu
- Parents – Alert_ESM_Parents@lists.rochester.edu

Non-UR recipients:

- Bookstore (Barnes & Noble Staff external email addresses) – bookstore@esm.rochester.edu
- Eastman Community Music School (ECMS) Students – ECMS_Students@lists.rochester.edu

Contact for verifying that the communication was successful:

Michele Gibson (274-1010 Office, 585-313-8069 Cell)

Backup: Jamal Rossi (274-1010 Office, 585-278-4595 Cell)

SIMON SCHOOL OF BUSINESS

- Faculty, Staff & Students (Everyone) – Simon_All@lists.rochester.edu
 - Faculty & Staff – Simon_FacStaff@lists.rochester.edu
 - Students – Simon_Grad_Students@lists.rochester.edu

Contact for verifying that the communication was successful:

Harrison Dean (275-0091 Office, 585-259-8340 Cell)

Backup: Jacob King (276-3617 Office, 585-469-9637 Cell)

WARNER SCHOOL OF EDUCATION

- Faculty, Staff & Students (Everyone) – Warner_All@lists.rochester.edu
 - Faculty & Staff – Warner_FacStaff@lists.rochester.edu
 - Students – Warner_All_Students@lists.rochester.edu

Contact for verifying that the communication was successful:

Dave Garcia (270-0759 Office, 585-383-1703 Home, 585-730-2606 Cell)

CENTRAL ADMINISTRATION

This list includes all departments in Division 10, including Office of the President, Office the Provost, Office of the CFO, Advancement, University Communications, non-Medical Center Facilities, University IT, etc.

- Staff (Everyone) – Alert_Central_Admin@lists.rochester.edu

ADVANCEMENT

This department is included in Central Administration

- Staff (Everyone) – Advancement_All@lists.rochester.edu

Contact for verifying that the communication was successful:

Joe Meister (276-3810 Office, 585-662-9492 Cell)

Backup **Walter Fitch (276-5464 Office)**

DIVISION 20 – NON-AS&E

Division 20 non-AS&E departments include the Bursar's Office, CETL, International Services Office, River Campus Libraries, Athletics, Auxiliary Operations and Dining Services

- Staff (Everyone) – Alert_Div_20_Non_ASE@lists.rochester.edu

Contact for verifying that the communication was successful:

Adam Traub (273-4598 Office, 585-281-8132 Cell)

RIVER CAMPUS LIBRARIES

This department is included in Division 20, non-AS&E

- Staff (Everyone) – Library_All@lists.rochester.edu

Contact for verifying that the communication was successful:

Ralph Arbelo (275-3449 Office, 585-721-0129 Cell)

LLE

- Faculty & Staff (Everyone) – Alert_lle_facultystaff@lists.rochester.edu

Contact for verifying that the communication was successful:

Joseph DiVincenzo (585-275-3815 Office, 585-981-9392 Cell)

MEMORIAL ART GALLERY

- Staff (Everyone) – Mag_All@lists.rochester.edu

Contact for verifying that the communication was successful:

Jackie Forbes (276-8908 Office, 585-330-7768 Cell)

NON-ACADEMIC UNITS

AS&E, EASTMAN, SIMON, & WARNER

MEDICAL CENTER, SMD, & SON

BROAD LISTS

- Faculty & Staff – Alert_AllFacStaff@lists.rochester.edu (no exclusions)
- Students – Alert_All_Students@lists.rochester.edu
Includes matriculated and non-matriculated students in all academic divisions
- Parents of undergraduate students – Alert_All_Parents@lists.rochester.edu
- Alumni – Alert_All_Alumni@lists.rochester.edu

University Communications also maintains distribution lists for regular newsletters, such @Rochester, Weekly Buzz, Grads@Rochester, Parents Buzz, and Rochester Buzz. Please contact Scott Hauser or Jennifer Roach to use these lists.
Scott Hauser (275-2102 Office, 585-503-4729 Cell), Jennifer Roach (276-4833 Office, 585-746-8917 Cell)

PUBLIC SAFETY LISTS

These lists are primarily used for the distribution of the “Think Safe” and other public safety messages.

Medical Center:

- AllPDCEXchangeGroup1@URMC.Rochester.edu
- AllPDCEXchangeGroup2@URMC.Rochester.edu
- AllSDCEXchangeGroup1@URMC.Rochester.edu
- AllSDCEXchangeGroup2@URMC.Rochester.edu
- URCommunications@chet.rochester.edu

All others (“Super list” containing everyone else AND alert_heart@lists.rochester.edu:

- Alert_Non_MC@lists.rochester.edu

GEOGRAPHY-BASED LISTS

Location	Scope
Medical Campus	All: AllPDCEXchangeGroup1@URMC.Rochester.edu AllPDCEXchangeGroup2@URMC.Rochester.edu AllSDCEXchangeGroup1@URMC.Rochester.edu AllSDCEXchangeGroup2@URMC.Rochester.edu URMC-Global-Other@urmc.rochester.edu URCommunications@chet.rochester.edu alert_heart@lists.rochester.edu Students: smd_all_students@lists.rochester.edu son_all_students@lists.rochester.edu
River Campus	Faculty & Staff: Alert_RC_FacStaff@lists.rochester.edu <i>Includes AS&E Faculty & Staff, Warner Faculty & Staff, Simon Faculty & Staff, Central Administration, River Campus Library, & Division 20 Non-AS&E</i> Students: ASE_All_Students@lists.rochester.edu Simon_Grad_Students@lists.rochester.edu Warner_All_Students@lists.rochester.edu
Eastman Campus	Faculty & Staff: ESM_FacStaff@lists.rochester.edu Students: ESM_All_Students@lists.rochester.edu Students (Optional): ECMS_Students@lists.rochester.edu
East River Road	Faculty & Staff: Advancement_All@lists.rochester.edu
LLE	Faculty & Staff: Alert_lle_facultystaff@lists.rochester.edu

BROAD & GEOGRAPHY-BASED LISTS

NON-ACADEMIC UNITS

AS&E, EASTMAN, SIMON, & WARNER

MEDICAL CENTER, SMD, & SON

AUTHORIZED SENDERS

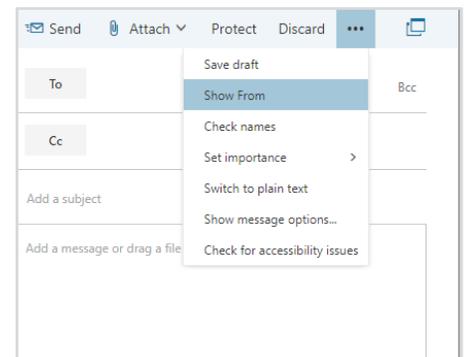
Recommended Mailbox*	Mailbox Address	Authorized Senders
Office of the President	ThePresidentsOffice@Rochester.edu	Richard Feldman, Lamar Murphy, Jen Faler, Penny Sarsfield
Office of the Provost	Provost@rochester.edu	Rob Clark, Tony Green, Gigi DeMita
Office of the CFO	svp_cfo@ur.rochester.edu	Holly Crawford, Noreen Cherry
University Communications	Communications@rochester.edu	Scott Hauser, Jennifer Roach, Sara Miller
Public Safety	PublicSafety@rochester.edu	Mark Fischer, Dana Perrin, Gerald Pickering, Michael Epping
University Facilities	Facilities@rochester.edu	Bruce Bashwiner, Jeff Foster
Environmental Health & Safety	Safety@rochester.edu	Mark Cavanaugh, David Bujak
University Health Service	Health@rochester.edu	Ralph Manchester, Elizabeth Cox

***Scott Hauser, Sara Miller, and Jennifer Roach have access to send from any of these mailboxes. Richard Feldman, Rob Clark, Holly Crawford, and Dana Perrin have direct access to send from their individual email accounts.**

INSTRUCTIONS

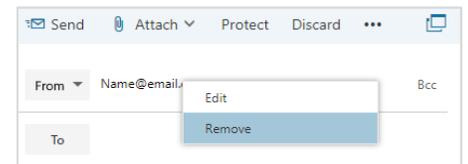
1. From Webmail

- Open your preferred web browser and navigate to:
<http://email.ur.rochester.edu/owa>
- Login using your windows credentials
- Click "New" to create a new message
- Click "... " and select the "Show From" checkbox
- On a PC, in the "From" field, right click and select "Remove", on a MAC control click and select "Remove"
- Type in the email address for the mailbox you are authorized to send from
- Configure the rest of the communication and hit SEND



2. Contact University IT

In the event that you are unable to send communications from your webmail, please contact Samantha Singhal, Marc Seigfred, or Vern Williams to send on your behalf.



BEST PRACTICES

- ✓ List all distribution lists in the bcc: field.
- ✓ If sending to more than 4 distribution lists, contact IT to create a "super list" and avoid being seen as spam.

TECHNICAL ASSISTANCE

Executive Support On-Call | its-execsups@ITS.Rochester.edu | 585-429-0922

INSTRUCTIONS & BEST PRACTICES

BROAD & GEOGRAPHY-BASED LISTS

NON-ACADEMIC UNITS

AS&E, EASTMAN, SIMON, & WARNER

MEDICAL CENTER, SMD, & SON