

This guide covers the campus-bulletin-digest and how to use it to post advertisements.

## ABOUT THE CAMPUS-BULLETIN-DIGEST

The campus-bulletin-digest (aka CBD) is a listserv that was created to allow current students, faculty and staff to the entire campus without overloading the system or flooding your inbox with email. The CBD is used in the same way as most classifieds: for announcements, roommate searches, items for sale, etc. Like all University communications, it is covered by the Acceptable Use Policy and the E-mail Acceptable Use Policy, so make sure that your advertisement meets University standards when submitting (no foul language, alcohol promotion, advertisements for outside businesses, etc.). You are responsible for the content of your ad.

The campus-bulletin-digest mails out once a day with all of the previous day's submissions. For example, an ad submitted to the CBD on Wednesday would appear in the Thursday emailing. The CBD only mails when there is content available.

In order to view, subscribe or submit to the Campus-Bulletin-Digest, you must be a current student, faculty or staff member, and must be subscribed using your current SU email address.

## SUBSCRIBING TO THE CAMPUS-BULLETIN-DIGEST

All current SU students, faculty and staff are automatically subscribed to the campus-bulletin-digest. However, if you need to manually subscribe, you can do so at <http://digest.salisbury.edu>. Click the Campus-bulletin link, and then scroll down to Subscribing to Campus-bulletin. You must be a current SU student, faculty or staff member to subscribe to the CBD and can only subscribe using your current SU email address.

### Subscribing to Campus-bulletin

Subscribe to Campus-bulletin by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a hidden list, which means that the list of members is available only to the list administrator.

Your email address:	<input type="text"/>
Your name (optional):	<input type="text"/>
<p>You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. <b>Do not use a valuable password</b> as it will occasionally be emailed back to you in cleartext.</p> <p>If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.</p>	
Pick a password:	<input type="text"/>
Reenter password to confirm:	<input type="text"/>
Which language do you prefer to display your messages?	English (USA)
<input type="button" value="Subscribe"/>	

To unsubscribe from the CBD, you can do so at <http://digest.salisbury.edu/cgi-bin/mailman/options/campus-bulletin>. Enter your email address and then click Unsubscribe.

## SUBMITTING AN AD TO THE CAMPUS-BULLETIN-DIGEST

To submit an advertisement to the campus-bulletin-digest, you can send a new email to [campus-bulletin-digest@salisbury.edu](mailto:campus-bulletin-digest@salisbury.edu). Place the headline of your advertisement in the Subject line, and place your advertisement in the body of the message. The submission must meet the following criteria.

- You must be a current Salisbury University student, faculty or staff member to submit.
- The submission must come from your Salisbury University account using Outlook, Outlook Web Access, or Live@Edu. Submissions from other addresses will be discarded.
- The ad must be in Plain Text only, and not HTML format.
  - In Outlook, in your mail message, click the **Format Text** tab. Select **Plain Text** from the **Format** group.
  - In Outlook Web Access and Live@Edu, in your mail message, click the HTML drop-down menu and select **Plain Text**. For Outlook Web Access, if you are using a browser other than Internet Explorer, you will not have this option. In that case, use plain text only in your body, and do not use colors, images, etc.
- The ad must be a new email. Do not reply to a previous CBD.
- The ad cannot contain attachments.
- Submit only one version of your ad per day. Duplicate submissions will be deleted.
- Do not put anything in the CC: or BCC: fields. Submit only to the CBD.

The CBD strips out duplicate submissions. You cannot set up the CBD to run an advertisement over a span of days. You will have to resubmit your advertisement for every day you wish for it to run.

Make sure that you proofread your advertisement prior to sending. You cannot retract your submission once the mail has been received.

## CAMPUS BULLETIN DIGEST ARCHIVES

Archived versions of the campus-bulletin-digest can be found online at <http://digest.salisbury.edu/pipermail/campus-bulletin/>. You must be a current student, faculty or staff member to view the CBD.

## OTHER WAYS TO ADVERTISE

- For official SU announcements, Publications sends out a daily email when needed titled **eSU News**. Contact Publications (<http://www.salisbury.edu/newsevents/>) or Christine Smith (cbsmith@salisbury.edu) for more information.
- **The Flyer**, SU's free student-run newspaper, has classified advertising available online and in their print form. <http://www.thesuflyer.com/advertise-with-us/>
- **Craigslist** is a free classifieds website: <http://easternshore.craigslist.org/>
- The Salisbury **Daily Times** newspaper has classifieds in both print and online versions: <http://www.delmarvanow.com/section/CLASSIFIEDS>
- The **Delmarva Life Classifieds** offer free advertising and classifieds: <http://www.delmarvalife.com/classifieds/>
- **Freecycle** allows you to post advertisements for free items. <http://groups.freecycle.org/SalisburyFreecycle/description>