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- **All-UA** | These memos contain information that is relevant to all or most of UA community and pertain to the operations of the institution.
- **Campus Notes** | These memos contain information that may be of interest to some members of the campus community and may or may not pertain to the operations of the institution. These memos would include job postings, lectures, arts events, retirements, announcements about new programs or services, etc.

To submit a memo, go to the main UAnnounce [1] page and click on the "submit memo" button. All memos that are published on U@Work [2] can be viewed by members of the public and are archived and searchable.

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