

New Memo Distribution System

To::

UA Community

Names and titles:

Office of University Communications

Date::

March 28, 2013

The University of Arizona has a new, and free, way to distribute memos to the campus community.

The current system, 3D Memos, has been replaced with UAnnounce. Managed by the Office of University Communications, UAnnounce is the online home and email distribution service for memos. UAnnounce is part of [UA@Work](#) [1], which was launched in November as the University's new employee communications website.

The main features of the new system are described below.

Two Types of Memos

Memos will be categorized into one of two types: All-UA and Campus Notes. All memos will be archived on the [UA@Work](#) [1] website and will be searchable by date range and keyword.

All-UA | These memos contain information that is relevant to all or most of the 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, cultural events, retirements, announcements about new programs or services, etc.

Email Distribution

All UA employees will receive a weekly digest of the All-UA memos that were published during the previous week. Current subscribers to 3D Memos will receive a weekly digest of All-UA memos plus all of the Campus Notes memos that were sent during the previous week. Employees can manage their subscriptions for all memo types by clicking on the "Manage Subscription" link that will appear at the top of every UAnnounce email.

Submitting a Memo

Submitting a memo for UAnnounce is done through a simple online form and is free of charge. To submit a memo, go to the main [UAnnounce page](#) [2] and click on the "Submit Memo" button. You will be required to log on with your UA NetID.

For more information, please visit the **About UAnnounce** ^[3] page or contact Pila Martinez, Director of Campus Communications, at 520-626-4348 or pila@email.arizona.edu ^[4].

Source URL: <https://uaatwork.arizona.edu/uannounce/new-memo-distribution-system>

Links

[1] <http://uaatwork.arizona.edu>

[2] <http://uaatwork.arizona.edu/uannounce>

[3] <http://uaatwork.arizona.edu/about-uannounce>

[4] <mailto:pila@email.arizona.edu>