

UNLV Communications Quick Guide

University Communications oversees a number of tools to keep faculty and staff informed about campus happenings and to help us share your good news. Here are the basics.

Be informed

UNLV Official

unlv.edu/facultystaff/unlv-official

These emails are reserved for information that the entire campus should know (policy changes, power outages, institutional events).

- **Subscription:** You can't opt out of these emails.
- **To send:** Consult the website to find your designated reviewer.

UNLV Today

unlv.edu/news/unlvtoday

A daily newsletter for faculty and staff with announcements about organizational changes, trainings, HR news, etc. The newsletter also features the content produced by University Communications, calendar listings, and Accomplishments.

- **Subscription:** Opt-in or -out anytime through the website.
- **Submissions:** Anyone on campus can submit an announcement.

Keep us informed

In addition to submitting UNLV Today announcements ...

Master Calendar

unlv.edu/calendar

A comprehensive calendar of campus events and important dates. After you've got your Calendar listing posted, you can send a "Save the Date" message through UNLV Today. And on the day of the event, the listing will automatically appear in the calendar section of UNLV Today. We may also feature your event in our weekly newsletter and other places on the UNLV website

- **Tip:** Submit your event as soon as you know the date and time. This gives other event planners a heads-up. You can always go back to fill in the details.

Accomplishments

unlv.edu/news/accomplishments

Tell us about your latest accolades (or that of your office, students, or colleagues). These briefs about such things as awards, accreditations, presentations, and published works are posted online, run in UNLV Today, and sometimes are used in marketing and print publications.

Share a Story

unlv.edu/shareastory

Our best feature and news stories demonstrate the impact of what UNLV does — teaching, research, and community outreach — and celebrate the people who made it possible. Your ideas might lead to coverage in our own News Center and publications as well as national and local media coverage.

And put your knowledge to use as an ambassador for UNLV

No matter what your role on campus, as an employee you can help share the message that UNLV is a valuable resource.

Experts Directory

unlv.edu/news/experts

This important service helps both local community groups and journalists tap into the experts on our staff. This listing is open to all employees. Feel free to include your hobbies/interests outside of work.

Social Media

www.unlv.edu/directories/socialmedia

In addition to following the official UNLV accounts, we encourage you to make comments on our content and to share our stories, photos, and events in your own social circles.

News Center newsletter

unlv.edu/news/newsletters

University Communications shares our best content with external audiences through a weekly newsletter. Help us expand its reach by encouraging potential students (and parents), alumni, and anyone else interested in our activities to sign up.

Need Help? Just ask us: unlv.edu/news/contact

