



Naming Conventions at Universität Hamburg for Mailing List Email Addresses

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0 Preamble

In accordance with the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG), Universität Hamburg is represented by the president. This involves ensuring the University's corporate identity is uniform across all platforms, and the origin of emails sent by its staff are clearly identifiable.

For various reasons, the email addresses of various individuals are often compiled as mailing lists to simplify electronic communication. These lists are then given a name which should convey its purpose as clearly as possible.

1 General

Mailing lists must therefore be named according to an overarching naming convention to avoid any ambiguities or conflicts of interest. Emails sent to an email mailing list are distributed automatically or manually (i.e., following approval by a moderator) to all individuals in the mailing list.

The naming conventions for email mailing list email addresses at Universität Hamburg are binding, and set out below.

2 Scope and binding nature

Adherence to the following conventions is binding for all university members and institutions.

3 Naming conventions for mailing list email addresses

Mailing list email addresses should always be identifiable as such so employees and students can immediately discern that an email is being sent to a large number of recipients. The domain name for mailing list email addresses is therefore always “lists.uni-hamburg.de”, resulting in the corresponding email address **listname@lists.uni-hamburg.de**.

The alias given to the list must be as specific as possible and describe the local or global nature of the list's function. Hence the alias takes the form of “listname.institution” for local functions and “listname” for global functions.



Examples of valid mailing list email addresses:

dekanat.min@lists.uni-hamburg.de

labore.chemie@lists.uni-hamburg.de

praesidium@lists.uni-hamburg.de

The institution abbreviation for local mailing list address can be selected from a predefined list when you apply for an email address. Requests for new abbreviations can be submitted to the Department of Communication and Marketing as necessary. This department is responsible for approving new abbreviations; which the RRZ then adds to the selection list.

Cryptic abbreviations such as project acronyms should be avoided. Approval of the name for a project-related web domain (e.g., www.projectname@uni-hamburg.de) does not necessarily mean a mailing list email address with the same name will be approved.

Office email address may not be used as the name for a mailing list email address.

4 Requesting a mailing list email address

Apply to the Regional Computing Center at Universität Hamburg (RRZ) for a mailing list email address:

www.rrz.uni-hamburg.de/services/e-mail/fuer-mitarbeiter/maillinglisten.html

Email the Department of Communication and Marketing (online-dienste@uni-hamburg.de) to request a new institution abbreviation or a mailing list email address without an institution abbreviation.

5 Deadlines

This regulation becomes effective on 1 August 2016. Existing mailing list addresses based on other naming conventions must be renamed by 31 December 2017 at the latest. They will automatically be deactivated after this time.