

Email and Listserv Information for Scalia Law Students

Fall 2020

Student Email Accounts

All students receive a school email account upon enrolling at Scalia Law. Your account is hosted by Microsoft on their Office 365 platform. Your email address will look like this: username@masonlive.gmu.edu. However, we recommend that you use this shortened email address on your business cards and resumes: username@gmu.edu, e.g., dsmith@gmu.edu.

Students are on notice with this memorandum and as cited in Academic Regulation 3-8: **it is expected that every student regularly check his/her school email account, as it is used for all Scalia Law communications, including emergency notices as well as academic, student organization, physical plant and career information.** There are no excuses for missing deadlines or other important information due to failure to read emails sent to student email accounts.

Students have the option of forwarding their email to a preferred non-Mason account. For more information, see *Knowledge Articles about Student Email* at mail.gmu.edu.

If you encounter technical difficulties with your email account, please talk to the Technology Services staff in Room 362 of the Law Library or send them an email at lawsupport@gmu.edu. If you believe you are not included on the appropriate class listserv, contact Deborah Keene, Associate Dean for Library and Technology, at dkeene@gmu.edu.

Scalia Law Listserv Messages

Student email accounts are included on official Scalia Law listservs. Students will receive Scalia Law listserv messages from the following five accounts

1. Scalia Law News, lawnews: These messages are usually from Scalia Law staff or faculty and will alert you to important developments at the law school, closings or emergencies, and academic information.
2. Scalia Law Organizations, laworg: These messages are primarily from law student organizations or George Mason's University Life office regarding events or services for students. The Student Bar Association facilitates the sending of these messages.
3. Scalia Law Career, lawcar: These messages are from the career counselors in Career Services regarding career and networking information.
4. Mason's Scalia Law, lawdean: These messages are from the Dean of the law school. Note: Periodically, you will receive emails directly from Dean Henry Butler.

5. Scalia Law Events, lawevent: These messages announce upcoming law school events of interest to students.

The listservs are for Scalia Law matters only and are not to be used for personal or political messages. If a student group would like to send out a message regarding a student organization event, an email should be sent to laworg@gmu.edu. When posting messages to the student listservs, the law school will generally adhere to the following policies: (1) event and meeting announcements will be limited to two e-mails per event or meeting; (2) general announcements will be sent out only once, unless the unique nature of the announcement requires more communication. Communication with organization members using an organization list or listservs generated by fellow students is not affected by this memorandum and is not monitored by the law school or the Student Bar Association.

George Mason University Emails

Students also may receive emails in their GMU accounts from other units at the University. Emails sent to student accounts include messages from the President or Provost, parking services, or University Life at Fairfax or Arlington, for example.