**MyFurman Portal**

**About MyFurman Conferences**

**Campus Announcements**

Campus Announcements are used by faculty and staff to inform the Furman community about university-related events and news. Please do not post “for sale” messages on this board; those notices should be directed to “Classifieds”. Messages posted on this board are moderated by Furman’s Department of Marketing and Public Relations. Posts that contain profanity, opinion, unsubstantiated claims or subject matter that may be offensive will be removed.

How to Post – To send new messages type “Campus Announcements” into the To: blank of a new message in your Office365 account. After you send the message, it will appear in the Campus Announcements section of MyFurman.

**Classifieds**

The Classified section may be used to post messages concerning personal goods for sale and lost and found items. It is not to be used to post business advertisements or testimonials. Furman faculty, staff and students may post on this notice board. Posts that contain profanity, opinion, unsubstantiated claims or subject matter that may be offensive will be removed.

How to Post – From within your Office365 account, type “Classifieds” in the To: field of a new message. After you send the message, it will appear in the Classifieds section of MyFurman.

**Community Announcements**

Community Announcements are to be used by faculty or staff members to inform the Furman community about events and news outside the campus community. Do not post “for sale” messages in this forum. Those communications should be directed to “Classifieds.” Messages posted on this board are moderated by Furman’s Department of Marketing and Public Relations. Posts that contain profanity, opinion, unsubstantiated claims or subject matter that may be offensive will be removed.

How to Post – From within your Office365 account, type “Community Announcements” in the To: field of a new message. After you send the message, it will appear in the Community Announcements section of MyFurman.

**Faculty News**

Faculty and select staff may post major university news items, and news from Human Resources on this board. General notices to the faculty should be posted in the “Faculty Notices” on Furman’s Moodle learning management system.

How to Post – From within your Office365 account, type “Faculty News” in the To: field of a new message. After you send the message, it will appear in the Faculty News section of MyFurman.

**Staff Notices**

From within your Office365 account, type “Staff Notices” in the To: field of a new message. After you send the message, it will appear in the Staff Notices section of MyFurman after approval by a select staff member.

**Student Notices**

Students may post to the Student Notices board to inform the Furman community about university-related events and news. Do not post “for sale” messages in this forum. Those communications should be directed to classifieds. Messages posted on this board are approved by Student Life. Posts that contain profanity, opinion, unsubstantiated claims or subject matter that may be deemed offensive will be removed.

Guidelines for Posting to Student Notices:

1. Items must be of newsworthy interest to Furman students.
2. Messages should be short and direct.
3. No messages of a personal or derogatory nature will be posted. Continued attempts to post such messages may result in disciplinary action and/or loss of e-mail privileges.
4. In order to reduce the number of messages within Student Notices, all messages will be deleted after 5 days.

How to Post – From within your Office365 account, type “Student Notices” in the To: field of a new message. After you send the message, it will appear in the Student Notices section of MyFurman after approval by Student Life.