

Tips for Effective Use of UCMDaily

UCMDaily is the online bulletin board that provides internal communication for the UCM campus community. UCMDaily is distributed via email each morning that university offices are open, or you may access the daily postings online at ucmo.edu/daily or ucmo.edu/facstaff.

Below are instructions for use and a few tips that will allow you to gain the greatest benefit from your posting.

- Posting to UCMDaily is easy. A message may be posted by a faculty or staff member. Go to ucmo.edu/daily and click on Submit News. Sign in with your network ID, select a category for your item and fill in the necessary details.
- You may choose to post a message for one, two or three days. You may choose to post for three consecutive days, or you may select three non-consecutive days.
- You can attach an item up to 1 MB in size, and/or you can link to a Web page that offers more detailed information. This will prevent having to post a great deal of detailed information in your UCMDaily posting.
- Preview your posting, making any changes necessary. When you've finished your preview, click Submit, and you're done. However, if you find the next day that you have submitted a posting with an error, contact Mike Greife in the UCM News Bureau at 4640 or mgreife@ucmo.edu, and he will work with you to correct the online posting.
- A submitted message will appear on UCM Daily the next working day. For example, a message submitted on Monday will appear on Tuesday. A message submitted on Friday will appear on Monday. A message submitted on the day prior to a holiday when UCM offices are closed will appear on the next working day after offices reopen.
- Past messages are archived for 30 days and may be accessed by clicking on the UCMDaily Archive link.
- Once published, these messages may be viewed by UCM employees, students and any member of the public who accesses the university web page at ucmo.edu/daily.

Some helpful hints to make your posting effective.

- While messages may be reposted for more than three days, it is recommended that you limit your posting to three days. Messages submitted more than three times are often ignored by those reading the daily postings, and too many repeated postings each day will hinder the effectiveness of UCMDaily as a viable internal communication tool.
- Post your message far enough ahead of time to allow people to plan, but not so far ahead that it will be forgotten. Remember, you can space out three postings over a prior of time. Some choose to post an item every third day, or each Monday for three weeks.
- While UCMDaily is reserved for the dissemination of information of importance to the campus community, don't forget that you also may subscribe to the UCM Classified Ad listserv, where items for sale may be posted for viewing by online subscribers.