Emails, Newsletters, & Listservs

This article lists departmental emails, email newsletters you may receive from the iSchool, and mailing lists iSchoolers can join.

### Departmental Emails

Several iSchool departments maintain shared email inboxes to address community needs.

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td><a href="mailto:info@ischool.utexas.edu">info@ischool.utexas.edu</a></td>
<td>Contact for general information or questions. This inbox is managed by the reception desk.</td>
</tr>
<tr>
<td>IT Support</td>
<td><a href="mailto:help@ischool.utexas.edu">help@ischool.utexas.edu</a></td>
<td>Contact to submit a helpdesk ticket.</td>
</tr>
<tr>
<td>Communications</td>
<td><a href="mailto:communications@ischool.utexas.edu">communications@ischool.utexas.edu</a></td>
<td>Contact the web-comms team about newsletters, the website, and social media promotions.</td>
</tr>
<tr>
<td>Career Development</td>
<td><a href="mailto:careers@ischool.utexas.edu">careers@ischool.utexas.edu</a></td>
<td>Contact the careers team for support and information about getting involved with careers events.</td>
</tr>
<tr>
<td>Undergraduate Student Services</td>
<td><a href="mailto:undergradoffice@ischool.utexas.edu">undergradoffice@ischool.utexas.edu</a></td>
<td>Contact the undergraduate team for questions about academics, advising, and undergraduate student requirements.</td>
</tr>
<tr>
<td>Graduate Student Services</td>
<td><a href="mailto:gradoffice@ischool.utexas.edu">gradoffice@ischool.utexas.edu</a></td>
<td>Contact the graduate team for questions about academics, advising, and graduate student requirements.</td>
</tr>
<tr>
<td>Human Resources</td>
<td><a href="mailto:hr@ischool.utexas.edu">hr@ischool.utexas.edu</a></td>
<td>Contact for questions and information about employment.</td>
</tr>
</tbody>
</table>

### Weekly Newsletter

The iSchool publishes a weekly newsletter called "This Week at the iSchool".

- The newsletter is published every Thursday morning at 11:00 am during the Fall and Spring semesters.
- All current iSchool students, faculty, and staff are automatically added to the email distribution list, but you can opt-out of receiving the newsletter if you prefer.

#### Official University Email

Our email newsletters (and other official university communications) are sent to your official university email address. If you do not receive a newsletter, please check your spam folder or update your official university email address.

### Undergraduate Newsletter

Undergraduate Student Services publishes a weekly newsletter called "The Loop".

- The newsletter is published during the Fall and Spring semesters.
- Current undergraduate students automatically receive the newsletter and select faculty/staff are added to the email distribution list upon request.

### Graduate Newsletter

Graduate Student Services publishes a biweekly newsletter called "The Weekly Round Up".

- The newsletter is published every other week during the Fall and Spring semesters.
- Current graduate students automatically receive the newsletter and select faculty/staff are added to the email distribution list upon request.
Listservs

Several iSchool mailing lists are available to share news and announcements or discuss various topics.

**UT Lists Subscription Management**

Faculty, staff, and students can subscribe/unsubscribe from lists at [https://utlists.utexas.edu](https://utlists.utexas.edu).