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 the 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 iScoop".

- The newsletter is published every other week during the Fall and Spring semesters. It was formerly called "The Weekly Roundup".
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).