

Sent: Friday, 09 June 2006 14:25

From: ".Box.UKLINK.Manual"

To:

NR/638/DA – Register of Contacts to be used when deviating from the UKLink Implementation Plan at Short Notice.

Dear Colleague,

xoserve currently holds a single distribution list of Users that is used for all UKLink communications. Following the late notice of a delay to an implementation, xoserve have been asked to maintain a register of contacts to use if, in the unlikely event that, such circumstances were to arise again this information can be targeted at the relevant individuals.

I would be grateful if you could provide e-mail contact details for the individuals and / or 'box' accounts within your organisation that would need to be made aware of this information. Given the size of this potential distribution list it will not be possible for us to respond to any automatic responses as a result of such a communication, so it is incumbent upon each User to ensure that sufficient contacts are provided, and that these contacts are reviewed and maintained on a regular basis. Users are reminded that these distribution lists may be used on non-business days and outside of office hours if the need arises.

UKLink Committee meeting requested that xoserve investigate other technology options to provide updates outside of normal office hours when Users may not have access to e-mail at such time, for example, use of SMS messaging. Should a satisfactory proposal be identified, Users will be requested to provide appropriate contact details at this time.

Please provide the contact details that you wish to placed on this distribution list to uklink@xoserve.com referencing this communication reference.

Regards

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