Zurich, January 23, 2019

Inxmail

Registration for newsletter service

Please complete the form carefully, but in note form. **Only enter information that is definitive.** Please provide us with any information that you are not yet able to provide, always with the entire form. Any new information supplied later should be marked in yellow.

Then send the form to [support@newsmailer.ethz.ch](mailto:support@newsmailer.ethz.ch)

**Billing**

This registration is considered an order. As soon as we have configured your newsletter, you will incur costs in accordance with the SLA (<https://ethz.ch/staffnet/en/it-services/catalogue/software-business-applications/newsletter.html>). You will receive the invoice at the end of each year.

# General information

| **Question** | **Your details** | **Note (please leave blank)** |
| --- | --- | --- |
| Customer: Your full address, telephone and e-mail address |  |  |
| Fund number / cost centre for billing at the end of the year |  |  |
| Will you be sending out several different newsletters? If yes, please list the topics and names. |  |  |
| Will these different newsletters have different recipients? |  |  |
| Will these different newsletters have different sender addresses, editorial addresses, headers and authors? |  |  |
| Name of your first newsletter |  |  |
| Language of your newsletter: DE, EN, FR, IT |  |  |
| Are you planning the same newsletter in several languages? Which ones? |  |  |
| First dispatch date (**Please allow at least 6 weeks for careful preparation before dispatch**) |  |  |
| Previous newsletter with link (if on web), otherwise please send an email to:  [support@newsmailer.ethz.ch](mailto:support@newsmailer.ethz.ch) |  |  |

# Registration information The login and logout process will be set up separately at a later date.

| **Question** | **Your details** | **Note (please leave blank)** |
| --- | --- | --- |
| Address of your website. Which WCMS was used to create your website? |  |  |
| Which header colours should your newsletter have?  [Link to the ETH colours](https://ethz.ch/staffnet/en/service/communication/corporate-design/colours.html) |  |  |
| Which fields should be on your registration form?  MUST: email address\*  CAN: last name, first name, gender, year of birth, country of origin, title, company, etc. |  |  |

# Footer

| **Question** | **Your details** | **Note (please leave blank)** |
| --- | --- | --- |
| URL of your imprint website  (static page) |  |  |
| Social media: URLs to the individual websites (optional component of the footer) |  |  |
| Facebook |  |  |
| Twitter |  |  |
| LinkedIn |  |  |
| Xing |  |  |
| Instagram |  |  |
| Youtube |  |  |
| Spotify (Podcast) |  |  |
| Apple (Podcast) |  |  |
| Deezer (Podcast) |  |  |

# Email adresses

| **Question** | **Your details** | **Note (please leave blank)** |
| --- | --- | --- |
| **Sender email address** for newsletter + display name of the email address | [XYZ@news.ethz.ch](mailto:XYZ@news.ethz.ch)  The text before **@news.ethz.ch** is freely selectable (fictitious e-mail address). |  |
| **Reply email address** for newsletter + display name of the email address | We recommend a general mailbox (e.g. [newsletter@department.ethz.ch](mailto:newsletter@department.ethz.ch)), to which all editors have access. |  |

# Redaktoren

| **Question** | **Your details** | **Note (please leave blank)** |
| --- | --- | --- |
| Newsletter editors: last name, first name, email address, ETH username (1 per line)  (Please note the price per editor) |  |  |