

### Office of Communications

## Stay informed.

- Social media email distribution list
- PRALL email distribution list
- o The Hub Report
- Comms Hub front page
- Monthly communications agencywide workgroup





### Office of Communications



### Get your message out.

- GovDelivery email newsletters
- Social media requests
- Creative design requests
- <u>Training opportunities</u> (writing for the web, social media, spokesperson and more)
- VDH brand guidelines and templates





# **Email Newsletters and GovDelivery**

Are you interested in starting a newsletter or transitioning your existing newsletter to GovDelivery?

You're in good hands! Let the Comms Team help you get set up.

The first steps are to complete our <u>request form</u>, get approval, and complete some training. Then we can start the onboarding process and officially welcome you to GovDelivery!





# **Email Newsletters and GovDelivery**

#### Need more help?

- For questions about the request form, approvals, or training, please contact Melissa Gordon (Melissa.Gordon@vdh.virginia.gov).
- For questions about onboarding or other resources, please contact Mel Gilbert (<u>Melissa.Gilbert@vdh.virginia.gov</u>).



The Comms Hub - GovDelivery

Review the policy on the intranet. <u>VDH\_Offices\_Newsletter\_Policy.pdf</u> (virginia.gov)