



HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA  
*home of the* COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM

## **Anti-Spam Guidelines for HERI Faculty Survey**

To ensure a smooth delivery of emails to intended survey respondents, you should instruct your institution's Information Technology department to add the email address below to their Approved Senders List. This should then allow emails coming from HERI's email distribution service to come through the bulk or junk mail screening processes your campus has in place. Otherwise, the emails may be routed directly to the bulk or junk email folder without ever reaching the intended survey respondents, and consequently affecting your survey response rates.

You may also want to inform your survey respondents that they will be receiving an email from the following email address:

[HERIFacultySurvey@datarecognitioncorp.com](mailto:HERIFacultySurvey@datarecognitioncorp.com)

Your IT department may also ask for the following information:

DNS Name: [outgoing.datarecognitioncorp.com](http://outgoing.datarecognitioncorp.com)

IP Address: 207.250.34.245