

A photograph of a coastal landscape. The foreground is a sandy beach with some sparse vegetation. In the middle ground, there is a line of trees and a small structure. The background is a blue sky with some clouds. The text "E-mail to Groups" is overlaid in orange, and "Robby Seitz" is overlaid in yellow.

E-mail to Groups

Robby Seitz

What is it?

- It gives authorized users the ability to send e-mail messages to employees and students without having to manage individual mailing lists.
- It can select individuals based on demographics:
 - Faculty only or staff only
 - Department chairs
 - Freshmen males living on campus and majoring in Biology
- Note that Blackboard is used to send to a particular class.

How to Connect

- Ask to be validated for “E-mail to Groups” access. (Your chair, dean, or department head can authorize this.)
- Log into myOleMiss.
- Choose [E-mail to Groups ~ Send](#) on the Site Index.
- Select the e-mail address you want to send from.

Sending Messages

- Select the group of recipients, e.g., **Send E-mail to Faculty/Staff**.
- Select the appropriate options, enter subject, and enter your message. Click **Continue to Confirmation Step**.
- Review the message and recipients, and select **Send Message** when ready. You may go back and make edits if necessary.
- Note that mail is queued for efficient and reliable delivery. There may be a 15-30 minute delay before the e-mail is delivered to the target system.

Usage Guidelines

- Keep messages brief—no fancy formatting.
- Ask yourself, "Is this the best way to distribute this information? Would another format (such as a Web page announcement) be more appropriate?"
- Messages are limited to a fixed number of characters.

Tokens

- The following policy has been implemented to promote responsible use of this tool and to track usage.
 - You are given a set number of "tokens" when your account is created.
 - A token is deducted for each recipient of a message that you send out.

Tokens

- When your token balance reaches zero, contact web@olemiss.edu to have your tokens replenished.
- You can check your token balance with the [Check Your Tokens](#) option on the E-mail to Groups menu.

E-mail to Groups Preferences

- Individuals can opt to not receive e-mail to groups messages.
- Log into [myOleMiss](#) and find [Communication Preferences](#) in the Site Index.
- All messages from HR, Provost, and Chancellor will be delivered regardless of personal preferences.

Logging

- Occasionally someone needs to verify that a message was sent...
- ...or that they are being sent the messages that others are getting...

Frequently Asked Questions

- Who is authorized to send out messages on behalf of other people?
- Can I send an attachment? **No**
- Can I get a message back once it has been sent? **No**
- Others?

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