E-mail to Groups

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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.
• 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?
Contact

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