How can I send a mass email to faculty, staff or students?

Tell Me

1. Mass emailing is limited to essential University announcements and must be approved by the appropriate administrative authority. 
   a. Only the Offices of a Department Chairperson, Director, Dean, Executive Director, Vice Chancellor, or Chancellor may authorize these messages.
   b. Requests for research announcements are not typically sent out as a mass email. The researcher may need to work with IRB for approval and IR to identify appropriate population for email.
2. Once approved, contact your divisional lead to send out the message.

<table>
<thead>
<tr>
<th>Division</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Shannon Homesley</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>Christy Jackson, Chris Bates</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Ted Elling</td>
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</tbody>
</table>

Info
Follow the University’s Electronic Mail Policy - Statement #304 and Responsible Use of University Computing and Electronic Communication Resources - Policy Statement #307.

Related FAQs

- Can I get my voicemails forwarded to my email?
- What is an email alias and am I required to have one?
- Will Cisco Unified Messaging work in Gmail?
- How do I enable IMAP in Gmail so I can use Thunderbird, Outlook or Apple Mail email client?
- How do I configure Thunderbird email client in IMAP mode to work with Gmail on Windows?