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**

- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?
- How do I set up Gmail to send from my preferred/alias email address?
- How do faculty and staff request an email alias?