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.
   1. Only the Offices of a Department Chairperson, Director, Dean, Executive Director, Vice Chancellor, or Chancellor may authorize these messages.
   2. 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>
</tr>
</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 turn off conversation view for my Gmail?
- How do I edit the subject in Gmail when forwarding or replying?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- How do I setup my University signature in Gmail?
- What is DMARC (Domain-based Message Authentication, Reporting and Conformance)?