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>Chad Motsinger</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 setup my University signature in Gmail?
- How do I grant someone delegate access to a generic account in Gmail?
- Can I get my voicemails forwarded to my email?
- How can I get removed from the ResearchStudyAnnouncement-group emails?
- How does a supervisor request temporary access to an employee's Gmail account?