

ATTACHMENT 4 - 9-25-13 - MEET & CONFER

Mass Mail Guidelines

Mass e-mail is a blast message sent to a large group such as all faculty, students, staff, or administrators who have BSU or NTC e-mail accounts (i.e.: username@bemidjistate.edu or username@ntcmn.edu). The email is used to convey emergency information, critical alerts or important information of campus-wide interest.

The MyBSU and MyNTC portal system has a feature where events can be posted, in addition to emailing an announcement. You can access this page at MyPostings.

To send a mass e-mail, the following guidelines apply:

Approval

- Emails to the university community (faculty, staff, admin, students) must be sent through this email system.
- The text of the message must be approved by the Vice President to whom the individual department or group wishing to send the message reports. See below for divisional contact person(s) to whom the mass message request should be sent.
- Events can be posted through MyPostings in addition to a mass e-mail message being sent. An event is any activity open to a broad group of the university community. Examples: seminars, trainings, conferences, workshops, lectures, receptions, concerts. This does not include private meetings or department meetings. The mass e-mail system should not be used to send out event reminders, unless for major campus events, such as Commencement, Convocation, etc. A personal message in MyPostings is an option for event reminders.
- Only one message per large, campus event or group of events is allowed. If more than one department or division is planning or promoting an event or group of events, it should be decided ahead of time which department or division sends out the mass e-mail.
- Requests for mass e-mails ideally should be received by the VP approver at least three (3) business days prior to the requested send date. (Ideally there should be at least two full business days notice for the approved e-mailing.)

- Please proofread your message closely. No "corrected versions" will be sent after the original message has gone out unless a natural cause required a room change (water leak, electrical outage, etc).

Targeted Groups

- You can send mail to everyone at BSU or NTC or to a list of divisions, schools or departments (noted in the mass e-mail queue as groups or sub-groups). You can also separate by Administrators, Faculty, Staff, or Students.

It is the responsibility of the individual requesting the mass message to meet the above requirements