
























# I Am a Student, How Do I Send a Mass Email

## To The College?

- 1) If you are a student that is composing an e-mail distribution message, you need to email it to Ashley Friedman for approval. Her email address is [Ashley.friedman@mountsaintvincent.edu/](mailto:Ashley.friedman@mountsaintvincent.edu) *All e-mail distributions sent from students MUST BE APPROVED by Ashley Friedman before being distributed.*
- 2) The body of the message should state who the email should be sent to, why you are sending it, and a number where you can be reached at.
- 3) Messages can be sent to the following groups:  

<b>All Students</b>	<b>All employees</b>	<b>All Staff employees</b>
<b>All Administrators</b>	<b>All Faculty</b>	<b>All ELS employees</b>
- 4) Here is an example of what an email distribution request would look like:

<b>To</b>	<input type="text" value="ashley.friedman@mountsaintvincent.edu"/>							
<b>Cc</b>	<input type="text"/>							
<b>Bcc</b>	<input type="text"/>							
<b>Subject</b>	<input type="text"/>							
<b>Charset</b>	Western (ISO-8859-1) 							
<table border="0"><tr><td> Address Book</td><td> Expand Names</td><td> Spell Check</td><td> Special Characters</td><td> Attachments</td></tr></table>			 Address Book	 Expand Names	 Spell Check	 Special Characters	 Attachments	
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<b>Text</b>	My name is Jane Doe, and this is an email regarding Computer Services. I would like this to be a mass email that is sent to students and college employees. Please send this email by August, 28.  Subject: Welcome All Students Body: Hello students,  Welcome Back to the College of Mount Saint Vincent! I hope you enjoy the semester.  Thank You, Jane Doe Ext. 3340.							

- 5) If Ashley Friedman approves the message, then it will be sent to Computer Services. They will be able to distribute the message to the proper recipients.
- 6) Ashley Friedman can also be contacted about this process at extension 3225.