

## **Mass Email Messages to Students**

Faculty and staff wishing to send out a mass email out to all Huron students are asked to use the Mass Email Request System supported by Western University.

<https://www.extranet.uwo.ca/extranet/massemail/login.cfm>

You may select the date for the message to be sent, but Western requests that the mass email be booked 7 to 10 business days in advance of the message being sent out.

### **Additional Information:**

Mass e-mails will only be sent outside normal business hours, i.e. before 8:30 a.m. and after 4:30 p.m.

The mass e-mail text ought to be kept short and to the point and not exceed 175 words. If the message is longer than 175 words, the requestor must provide a link to a website where the recipient can find more information.

A reply e-mail must be provided. It is the requestor's responsibility to reply to any messages or comments from students, and to deal with bounced e-mail messages.

Attachments in mass e-mails are prohibited. If the requestor wishes for students to have additional information, they must provide a link to a website where the recipient can find more information.

Mass e-mail messages will only be sent to University-assigned e-mail addresses.

Mass e-mails messages will only be sent to currently registered students.

All emails that are non-academic in nature that are sent through the mass email request system will have an Opt Out option at the bottom. This opt out option will have the students sending a direct email to the requester of the mass email (unless you provide another email address) asking to opt out of your future emails.

The Registrarial Services and Student Information Services reserve the right to deny any mass e-mail request.

## **Mass Email Policy for Faculty and Staff**

(Approved by the Principal, October, 2008)

The Department of Communications and IT attempts to maintain up-to-date email listings for all Huron Faculty and Staff. A member of the Department can forward messages to all staff or all faculty or both with the following provisions:

- The sender must be a faculty or staff member of Huron University College.

- The sender of the message must write the message. The Department will forward messages, not compose them.

- The message must be Huron related. (We do not send out messages for non-Huron charity appeals.) \*

- The message should be less than 1 MB in size and attachments should be included only if absolutely necessary. If an attachment is necessary, then a brief description of the contents should be included in the subject line or body of the message.

- Your completed email message should be sent to Steve MacLeod at [smacleo@huron.uwo.ca](mailto:smacleo@huron.uwo.ca) or, when Steve is away, Kim Knowles at [kknowles@huron.uwo.ca](mailto:kknowles@huron.uwo.ca).

\* NOTES:

Long-standing charitable appeals not directly connected to the college such as the Daffodil Campaign and United Way, will continue to be permitted in consultation with the Principal's office. New charitable appeals in instances where a staff or faculty member is significantly engaged as a volunteer with the charity, may also be submitted to the Principal's Office for approval.