

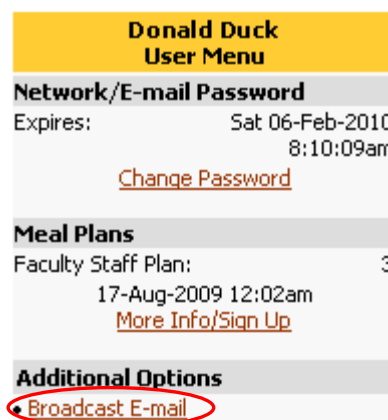
Using the Broadcast E-mail Form

The Broadcast E-mail Form is used to send e-mail:

- From advisors to their advisees, e.g., donald-duck-acad-advisees@lists.snc.edu. All advisors have automatically-generated lists if their advisees.
- From disciplines/faculty to their academic majors and minors, e.g., biology-major@lists.snc.edu, english-minor@lists.snc.edu. Access to send to major/minor lists is granted upon request.
- From REH staff to those who live in a particular Residence Hall during a given semester, e.g., 200910-lorraine-hall@lists.snc.edu. Access is automatic based on employee position.
- From campus broadcasters to major campus broadcast groups, e.g., staff@lists.snc.edu, faculty@lists.snc.edu, students@lists.snc.edu. A limited number of individuals – known as “campus broadcasters” – are authorized to send to the major campus broadcast lists. Anyone who is not a broadcaster must go through their VP’s office for approval to send a message to one of those lists.

To access the Broadcast E-mail Form, log in to mySNC at <http://my.snc.edu> and click the “Broadcast E-mail” link on your User Menu on the right side (shown at right). Note that only people who have permission to send e-mail to a broadcast list will see this link on their mySNC page.

1. To create your message, fill in the fields on the form as described in the table below. Note that the options may vary slightly based on what you have access to.
2. When finished, click the Preview button to see how your message will look.
3. To change the message, scroll down, make the necessary corrections, and click the Preview button again.
4. To add an attachment, click the Browse button next to the “Attach File:” box, select the file, and click Open. Note that attached files must be smaller than 2MB.
5. When you are satisfied with the message, click the Send Now » button to send it.



Form fields

From:	Choose the person or department the message will be from, if you have access to more than one.
To:	Choose which list to send the message to, if you have access to more than one. To send the same message to more than one list, hold down the Ctrl key and click once on each list.
Subject:	Fill in the subject of the message.
Message:	Fill in the body of the message.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at 920-403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.