

Sending Mass Emails to Student Groups at Malone University

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Introduction

The Information Technologies office with the assistance of the Office of the Registrar are pleased to offer faculty, staff, students, and partnering organizations a streamlined method for communicating with the Malone student body via email.

The Google Apps Groups service has allowed us to provide moderated group e-mail addresses for reaching various large groups within the student body.

About the Groups

- The membership in groups is automatically updated *every hour* to reflect the **Currently Active Academic Term(s)**. A student must be actively enrolled to be included in one of these lists. Students cannot opt in or opt out of these groups.
- Anyone can submit a message to be sent to the group but most messages will need to be approved by a group moderator.
- An explanation of “Currently Active Term”: Each group is prefixed with the word “Current” to indicate that the group membership reflects the student body status at the moment the message is sent to group members. Please note, your message will not reach its intended audience if you send it before a term begins or after a term ends.

***Example:** If the term date begins January 11, a message sent to the “Current-Traditional-Undergraduate-Group” on January 10 would be received by ZERO students. If that same message were sent on January 11 (when the term is active), it would be received by the 1,800 plus students who are members of the group*

Guidelines for Sending Messages to a Group

The risk of any mass emailing system is the potential for abuse. Walking the line between being informative and spamming your audience is more of an art than a science. Guidelines for sending out mass emails can be found in [FAQ#86 of the Help Desk System](#).

How do I Send a Message to a Group?

1. Send a message to one of the student groups below exactly as you would want it to be seen by the receiver.
2. Unless you are pre-approved to submit messages directly to a group, a message will first be sent to the group moderators (usually Student Development personnel) for screening.
3. Moderators will either approve or deny your message.
4. If denied, you will receive an email indicating so.
5. If approved, the message will immediately be sent to all members of the group. (Note: You will not receive a confirmation.)

Who Can Send to These Groups?

Anyone can SUBMIT a message by composing an email to the [group email address](#). There are several staff and faculty whom are able to send messages directly (without moderation).

The following faculty and staff are pre-approved and are able to send messages directly to all the group e-mail addresses without moderation:

- President of the University
- Provost
- Vice President of Student Development
- Registrar
- Select Student Development personnel

Mass Mailing Groups

There are a number of ways to 'slice' our student body. The Office of the Registrar helped IT to identify the most common groupings within the student body.

Student Groups

Email Address	Description
Current-Students@malone.edu	The entire student body (currently active terms only)
Current-Undergraduate-Students@malone.edu	All undergraduate students (traditional and non-traditional, currently active terms only)
Current-Resident-Students@malone.edu	All resident students (currently active terms only)
Current-Commuter-Students@malone.edu	All commuter students (currently active terms only)
Current-Degree-Completion-Students@malone.edu	All degree-completion students (currently active terms only)
Current-Graduate-Students@malone.edu	All graduate students (currently active term only)

Traditional Undergraduate Student Groups

Email Address	Description
Current-Traditional-Undergraduate-Students@malone.edu	All traditional undergraduate students (currently active terms only)
Current-Commuter-Traditional-Undergraduate-Students@malone.edu	All commuter traditional undergraduate students (currently active terms only)
Current-Freshmen-Students@malone.edu	All freshmen students (currently active terms only)
Current-Sophomore-Students@malone.edu	All sophomore students (currently active terms only)
Current-Junior-Students@malone.edu	All junior students (currently active terms only)
Current-Senior-Students@malone.edu	All senior students (currently active terms only)
Upcoming-Traditional-Undergraduate-Students@malone.edu	includes all traditional undergraduate students enrolled in the next upcoming fall or spring term.

Graduate Students

Current-Graduate-Counseling-Students@malone.edu	All graduate counseling students (currently active terms only)
Current-Graduate-Education-Students@malone.edu	All graduate education students (currently active terms only)
Current-Graduate-Leadership-Students@malone.edu	All graduate leadership students (currently active terms only)
Current-Graduate-MBA-Students@malone.edu	All graduate MBA students (currently active terms only)
Current-Graduate-MSN-Students@malone.edu	All graduate MSN students (currently active terms only)
Current-Graduate-Theology-Students@malone.edu	All graduate theology students (currently active terms only)