University of Nottingham Students' Union

How to send an email to your group members through the Member Dashboard.

Introduction

Within the new SU website, there is a function to send emails to all of your group members and your interested group members. The following guide explains how to send an email to your group members through the Member Dashboard. It might be that you want to send an email to a sub-set of your members (for example if you have a team of more active volunteers, or multiple project strands): this guide will also explain how to do this.

Please note, SUMS will send all emails from your group's default email address, which is your group's @uonsu.com email address: you cannot amend this email address as it will mean non-delivery of emails. The system will send emails to the email address that the member has defined as their *default* email address (either their personal email address or their university email address).

An accompanying video to this guide can be found at the following link.

What to do first

- Ensure you have logged into the SU Website: you can do this by going to su.nottingham.ac.uk and selecting log-in (which is in the top left hand corner).
- Once logged in select the option 'Member Dashboard' from the top left corner of the page. You should be directed to the Member Dashboard.
- For any groups that you have committee responsibility for, you will see a button that says 'Manage' next to the membership. Click the Manage button to be directed through to the specific dashboard for the group that you wish to manage
- Within your group's dashboard there is a menu on the left hand side of the screen. The menu item 'Communication' handles the email for your group (the icon looks like an envelope). Scroll down to this item and click it.

How to send an email

- Within the Communications module there are two options in the top left hand corner – 'Communications' and 'Groups'. To send a new email select the tab that says 'Communications'.
- In the top right corner of the page, there is an option that says **'New Communications'.** Click this button to start creating an email.
- You will first be asked who you wish to send the email to. There are a few options to who to send this to, these are:
    - All Members - all of the signed up members of your group
    - All Committee Members - all of the committee members for your group who have a role assigned on SUMS
    - Interested Members – all of the individuals who have signed up to your interest list
    - Communications group – a defined subset of members of your group. You can create as many of these groups as you want: we will deal with how to create these groups later. If

you select this option, then you can search through your pre-existing communications groups by typing in its name.

- Click **Next** and you will go to the **email composition screen**. On this screen you can
    - Create the subject line of your email.
    - Create the body of your email. This is an HTML editor, so you can use simple formatting tags to create the format of the email that you wish (including bolds, italics). Please note, some email clients do not allow users to receive emails containing HTML by default.
    - Use the **slider** to select whether you wish to attach anything to your email then Click **Next.**
- If this slider is set to off then you will go to the final screen by default. If you have asked for an attachments, then you will see the **attachment screen**. On this screen you can attach a maximum of two files to the email (you can do this by dragging and dropping a file, or selecting a file from your documents): please note, most email clients will reject emails if the attachments are too large, so please keep attachments small. Attach your files and then press the **Next** button.
- After the attachment screen (if applicable) you will see the **submission screen.** To send your email press **Finish** and the email will be sent.

How to create Communications Groups

You might on occasion wish to send an email to a small group of people, for example volunteers on a specific project; to do this, you can create a Communications Group. To create a communication group for these individuals, select the tab 'Groups' in the communications module.

To create a new group press the **Create Group** button in the top right hand corner of the screen. You will then need to:

- Create a name for your group (make it memorable and take a note of it if you have a large number of communications groups if you're sending an email)
- Select the members that you wish to be in the group: you can search for the members by name and add as many as you wish.

Press **Next** and you'll go to the **submission screen.** On the submission screen press Finish and the group will be created. You will then be able to select this group in the email creator (see above).

Please note at this point you are unable to add or remove members to the communications group – if you wish to add more members then you will have to create a new group.

Information compiled by Sam Nichols (Insight Manager)
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