



Guidelines for Mass Email Requests

All requests for Mass Mail must be submitted to Christie Williams at wchrist@nova.edu.

All student Mass Mail request must be sent to studentmkt@nova.edu.

Please include the following information:

- § **Email address to appear in the "From" field** of the email message (we have a set list including departments or Colleges only: Campus Recreation; Student Affairs; NSU Communications, etc). We do not send from individual email accounts.
- § **Audience to receive message:** (All NSU Faculty and Staff; All NSU Students; Tri-county students; tri county employees, etc. **OR send customized list of email addresses you want to receive message**)
- § **Subject Line** of email message
- § **Message** – can be text or HTML file. Please send as an attachment and NOT embedded in the email or in PDF format. **If you want the email to have a link to another site, please provide text that accompanies link.**
- § **Date to send out the message.** Please send request at least **ONE WEEK** before you would like it to go out.
- § JPG attachments must be 600 pixels wide and 440 pixels height (this may vary (if applicable))
- § Please provide any additional instructions (if applicable)
- § If you want OIIT to provide a customized list of recipients, please allow 5 business days for customized list.