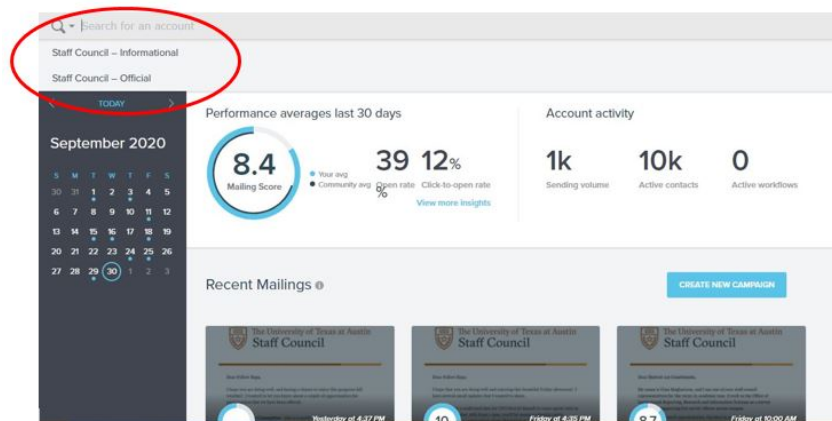


## Sending Emails Using the Emma Group Email System

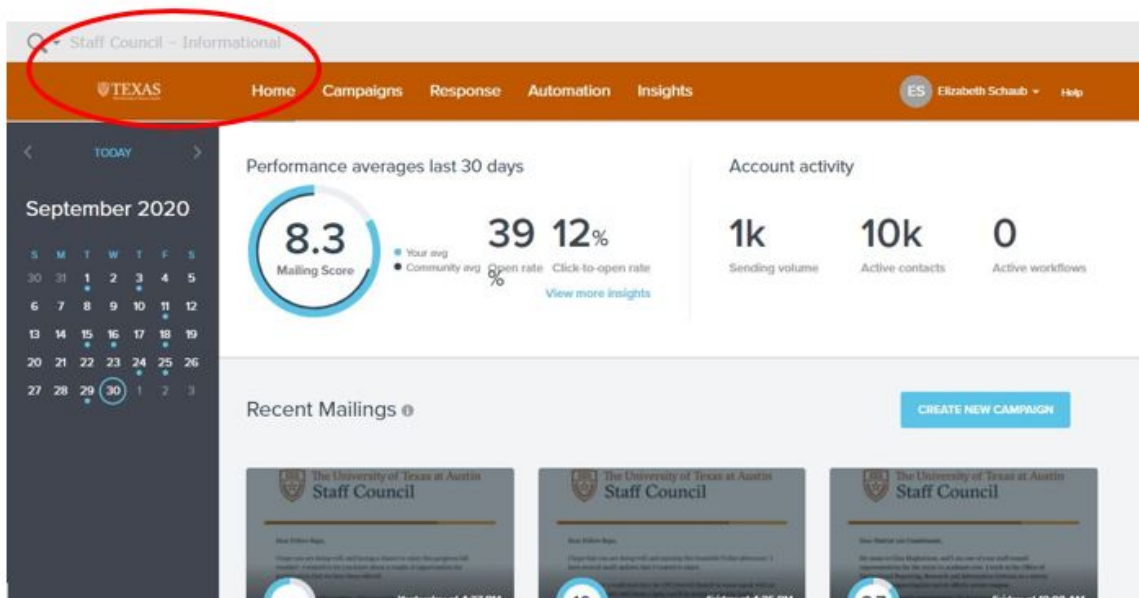
### ACCESS EMMA

Keep the Emma screen maximized. When it is minimized in any way, the formatting skews in ways that compromise ease of use.

- 1) Go to [groupemail.utexas.edu](http://groupemail.utexas.edu) and sign in using your EID login and password.
- 2) In the top left of the window, **Search for a subaccount** by clicking the down-arrow by the magnifying glass. You will see two options, and will need to highlight and select one of them. Use the following to guide your decision:
  - a. **Staff Council – Informational**  
Used to share general information that may be of interest to your constituents (e.g. highlighting UT benefits like the Staff Emergency Fund, sharing information on events that may be of interest, etc.).
  - b. **Staff Council – Official**  
Used to communicate official Staff Council business (e.g. UTSC meeting announcements, minutes from UTSC meetings, etc.). If your email could fit into either or both categories, please use Staff Council – Official.



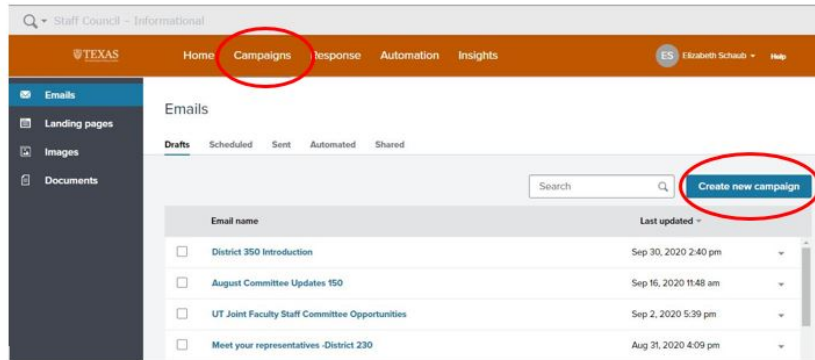
- 3) You should now be on the **Home** screen for the subaccount that you selected.



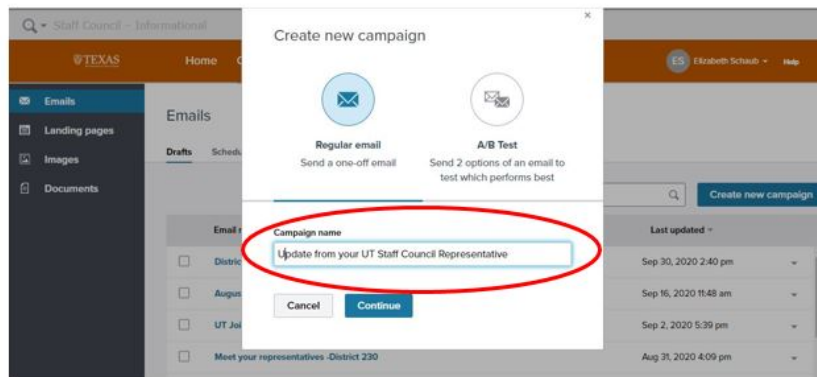
## COMPOSE EMAIL

In Emma you compose the email first, then select recipients and type the subject.

- 1) Click on **Campaigns** in the orange horizontal menu bar.
- 2) Click the blue **Create new campaign** option on the right side of the screen.



- 3) Name your campaign and click continue.



- 4) Select one of the Staff Council templates. Note that there is a template specifically for At-Large reps. Mouse over the template to see its full name which will either be "Staff Council" or "Staff Council - At-Large."

**PLEASE NOTE:** As of 9/30/2020, from this point forward, this document is undergoing an update and is not currently up-to-date.

- a. Do not edit the page design or its primary formatting.
  - b. Click into the text of the email and begin typing.
    - i. Salutation  
Remember to remove the brackets and change all text to black.
    - ii. Body  
Include the primary text of your email. Feel free to format, but try to keep a consistent look with the rest of the template formatting.
    - iii. Closing/Signature  
Remember to remove the brackets and change all text to black.
- 6) When you have completed your email, click the blue **Next** button at the top right of the screen.



## RECIPIENTS, SUBJECT AND PREPARING FOR SENDING

- 1) Click the person icon to the right of the **Choose Recipients** box at the top of the screen.
  - a. Under **Segments**, select your district. Send emails **ONLY** to your district.
  - b. For multi-rep districts, note that there is one distribution list for each full district. The Emma lists for multi-rep districts are not broken down into further segments identified by rep. It is therefore critical for all reps in these districts to coordinate with one another regarding email communications to your district.
- 2) Enter a **Subject Line**.
- 3) Do not change the **Sender Name** or **Sender Email**.
- 4) Click the blue **Schedule & Submit** button to schedule a time for the email to be distributed. Please allow time for a UTSC officer to approve your email before it is sent.
- 5) Click **Submit for Approval**. An email will be generated to the Officers and Elizabeth Schaub, all of whom have permission to approve emails for distribution.

The screenshot shows an email composition window titled "Test email to Sandra" with a sub-header "[OFFICIAL] UT Staff Council". At the top right are buttons for "SAVE", "PREVIEW", and "BACK TO EDITOR". The main content area is divided into two columns. The left column contains a preview of the email, showing the "The University of Texas at Austin Staff Council" logo and a placeholder for the email body. The right column contains the editing fields: "Choose recipients" with a list of "Sandra Catlett" and "April Rogers" and a person icon; "Enter a subject line" with the text "Test Email"; "Enter preheader text" with the text "Hi Sandra" and a character count of "66"; "Sender name" with the text "Staff Council - Official" and a checkbox to "Make this the default sender name"; and "Sender email" with the text "do-not-reply@utlists.utexas.edu" and a checkbox to "Make this the default sender email". A footer note states: "Your Sender and Reply-to email address must be working, monitored mailboxes in order to comply with federal". At the bottom left, there is a "FORMAT" dropdown menu with "HTML (recommended)" selected.

## DISTRIBUTION

- 1) After your email is approved, you will also receive a copy of the email as you are included on your district's email list.
- 2) Note that for larger districts, it can take up to 30 minutes for emails to be received by everyone on the distribution list.