



Guidelines for Mass Email Requests

All requests for Mass Mail must be submitted to Christie Williams at wlchrist@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.