Working with Broadcast Email Distribution Groups

There are several distribution groups that can be used to send out broadcast emails to large UAlbany audiences (All Faculty/Staff, All Students, etc.). Each University division has a "-Notices" mailbox (e.g. "ITS-Notices", "Office of the President-Notices", etc.) which has access to send to these distribution groups. In order to send messages from one of the "-Notices" mailboxes, you will need to be granted permission by ITS.

Policy Statements

- Broadcast Email Policy
- Broadcast Email Procedures and Guidelines for Use

Information and Instructions

- What broadcast email distribution groups exist?
- Broadcast email Authorizers
- Best practices for sending broadcast email messages
- Instructions for sending broadcast emails

Need more help? Contact the ITS Service Desk.