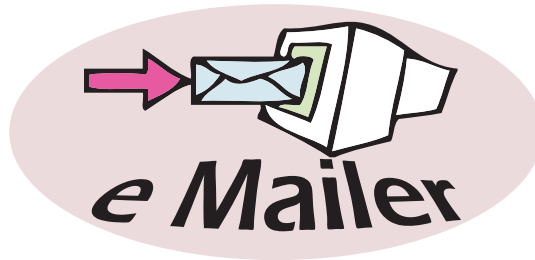


Office of Undergraduate Studies  
Emailer Application User Guide



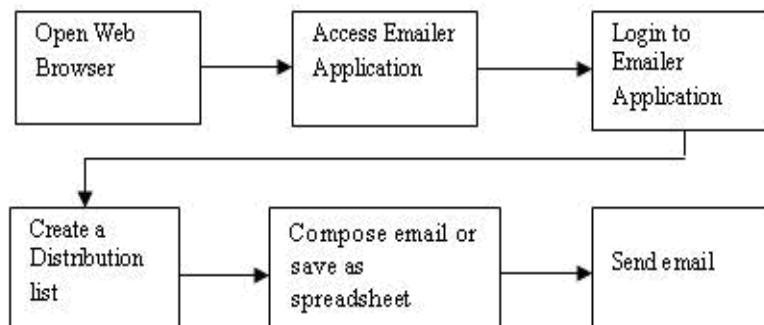
**Using Emailer – For Colleges, Departments, and Advisors**  
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**OVERVIEW**

This user guide documents the Office of Undergraduate Studies (OUS) Emailer Application. The User Guide will show you how to:

- Access OUS Emailer application
- Navigate in the Emailer application
- Send an Emailer message to a created distribution list



# Office of Undergraduate Studies Emailer Application User Guide

## **BEFORE YOU GET STARTED**

The following is key information you should know about accessing the OUS Emailer application page:

- In order to be able to log in to the application for the first time you will need to contact the Office of Undergraduate Studies via email at [DWINFORM@osu.edu](mailto:DWINFORM@osu.edu). Your OSU Internet User Name must be added to the access list of this application.
- If you have trouble logging in to the application once you have made these arrangements it is usually due to problems with legacy Magnus accounts used previously by OSU employees. Therefore, if you have had a Magnus Emailer account on campus you will need to mention that when we setup your account.

Your level of access to the resource suite will be tied to your job function at the university. College and departmental administrators will have the ability to build lists from broader categories than will faculty and counselors.

## **GETTING STARTED**

### 1. Open Web Browser:

- The Application is written for Internet Explorer (Version 6.0 or later) which is the preferred browser.

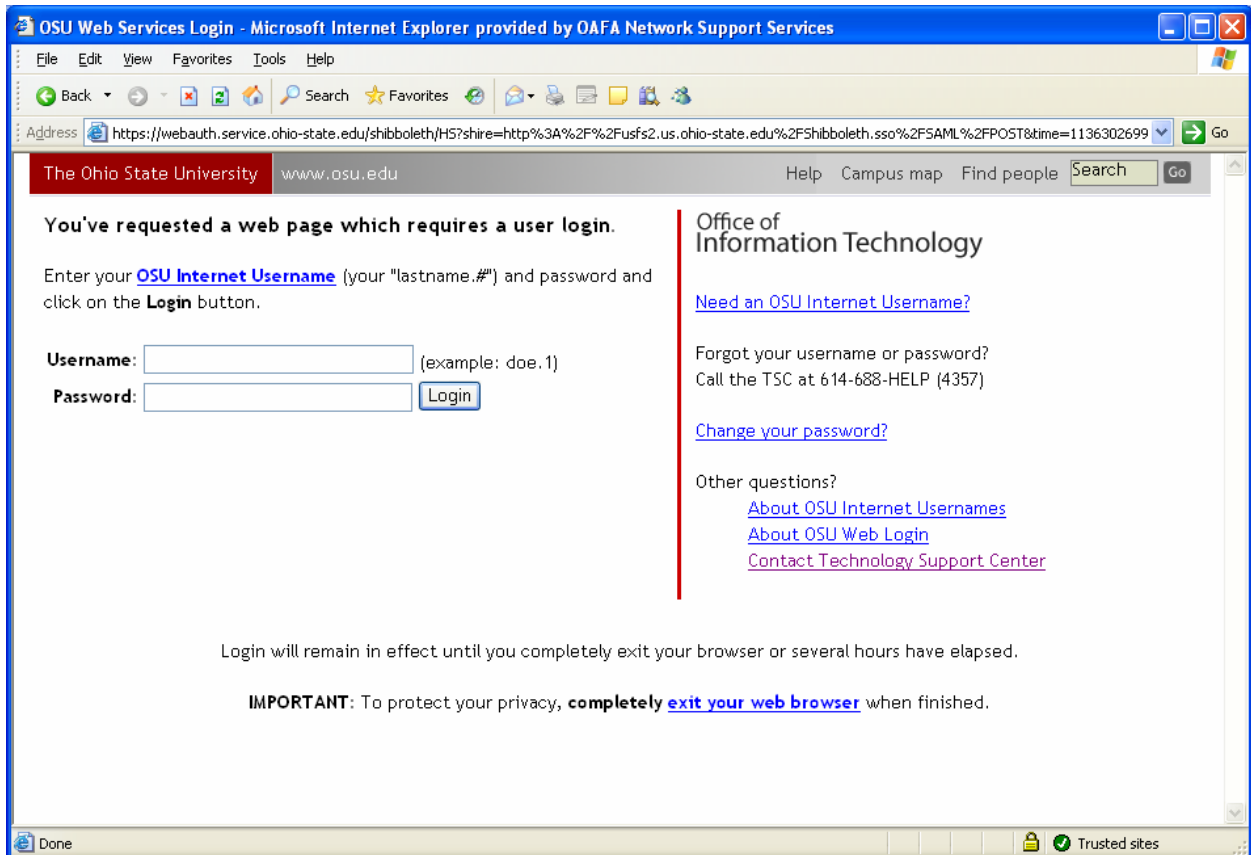
### 2. Access Emailer Application Page:

- Type in <http://newman.uts.ohio-state.edu/emailer> . This is the production web address for the OUS Emailer Application. If you are not already authenticated to the secured OSU web resources, you will need to enter your OSU Internet Username.

# Office of Undergraduate Studies Emailer Application User Guide

## LOGGING IN

- Use your OSU Internet Username (username.n) and Password to gain access to OUS Emailer Application Page.
- If you are unable to access The USAS Emailer or do not know your OSU Internet Username or Password, contact the OIT Help Desk at 8-HELP or 8help@osu.edu.



# Office of Undergraduate Studies Emailer Application User Guide

## MAILING LIST MAIN SCREEN

After you log in, the screen showed below will be displayed.

- The enroll year/qtr field automatically defaults to current quarter

USAS Quick Mailing List - Microsoft Internet Explorer provided by OAFA Network Support Services

File Edit View Favorites Tools Help

Address http://usfs2.us.ohio-state.edu/webdev/usas/secure/List/main.cfm?RequestTimeout=500

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Office of Undergraduate Studies Quick Mailing List

Year/Quarter (yyyyq) W12006

Department [dropdown]  Search Dept2

College [dropdown] Filter on Degree Condition [dropdown] Select CondCode's Yr/Qtr

—OR—

Course Number [input]

Call Number [input]

Rank [dropdown] [ Use SHIFT or CTRL to select multiple items ]

Minority [dropdown] [ Use SHIFT or CTRL to select multiple items ]

Status [dropdown] [ Use SHIFT or CTRL to select multiple items ]

Class [dropdown] [ Use SHIFT or CTRL to select multiple items ]

Affiliation [dropdown] [ Use SHIFT or CTRL to select multiple items ]

Advisor Last Name [input] Advisor First Initial [input]  All Students  By College [dropdown]

Submit Reset Upload List

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Done Trusted sites

- Select the appropriate query criteria needed to create your distribution list.

Or

- Enter your Call Number for a class roster based distribution list.
- See [Query Criteria](#) for more Details.

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USAS Quick Mailing List - Microsoft Internet Explorer provided by OAFSA Network Support Services

Address: http://usfs2.us.ohio-state.edu/webdev/usas/secure/List/main.cfm?RequestTimeout=500

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Office of Undergraduate Studies Quick Mailing List

Year/Quarter (yyyyq) W12006

Department [ ] Search Dept2

College

Filter on Degree Condition [ ] Select CondCode's Yr/Qtr

—OR—

Course Number

Call Number 02571

Rank: None, 0 - 44 HOURS [1], 45 - 89 HOURS [2]

Minority: None, OTHER [0], BLACK [1]

Status: None, NOT PAID [0], PAID [1]

Class: None, CONTINUING STUDENT [0], NEW FRESHMAN [1]

Affiliation: None, SCHOLARS [SCH], ATHLETES [SPT]

Advisor Last Name [ ] Advisor First Initial [ ]

All Students [ ] By College [ ]

Submit Reset Upload List

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- Click Submit

## QUERY CRITERIA

You can search the mailing list by:

- A. Department (Major Code) (Note: make sure to check the dept. 2 box and default to "All"...this will give you all of your majors , and minors, whether they are primary or 2,3,4th etc ... majors) OR
- B. Call Number OR
- C. Advisor's Last Name/Initial

# Office of Undergraduate Studies Emailer Application User Guide

You can also search by:

1. Student Rank
2. Student Status
3. Student Class Type
4. Student Affiliation Type
5. Student Minority Code

Note:

- The “All Students” check box can be selected when you type in an Advisors Name/Initial to generate an unfiltered list.
- Criteria A,B,C listed above override each other (ie.you can only choose one variable to query on at a time, for example-either Department or Call Number or Advisor Name).

## RESULTS PAGE

Your dynamically created Emailer distribution list will be displayed alphabetically by last name with 15 records appearing per screen. You can move forward, or backward, through your results screen by choosing either the “>”, “>>” buttons or the alpha links.

USAS Quick Mailing List - Microsoft Internet Explorer provided by OAFSA Network Support Services

Address: <http://usfs2.us.ohio-state.edu/webdev/usas/secure/list/main.cfm?RequestTimeout=500>

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Office of Undergraduate Studies Quick Mailing List

Year/Quarter (yyyyq): 20061  
Department: College:  
Course Number:  
Call Number: 02571  
Rank: Status: Affiliation: Minority: Class:  
Advisor Last Name: Advisor First Initial:

Flag	SS	First Name	Middle Name	Last Name	Email Address
<input checked="" type="checkbox"/>	50f	BRIAN	SETH	ALTMAN	altman.50@osu.edu
<input checked="" type="checkbox"/>	27:	KENDAL		CALLAHAN	callahan.130@osu.edu
<input checked="" type="checkbox"/>	29f	HEATHER	MARIE	CASTERLINE	casterline.8@osu.edu
<input checked="" type="checkbox"/>	36f	TIMOTHY	KAY	DISON	dison.617@osu.edu
<input checked="" type="checkbox"/>	55:	MIKEEA	MICHEAL	HANCOCK	hancock.86@osu.edu
<input checked="" type="checkbox"/>	28f	ABBEY	N	HUNTER	hunter.328@osu.edu
<input checked="" type="checkbox"/>	27f	DAVID	JOSEPH	ISAACS	isaacs.39@osu.edu
<input checked="" type="checkbox"/>	26f	MARC	DAVID	JONES	jones.2323@osu.edu
<input checked="" type="checkbox"/>	99f	JI YEON		KIM	kim.2139@osu.edu
<input checked="" type="checkbox"/>	29f	DANIEL	MCBEAN	KOENIG	koenig.259@osu.edu
<input checked="" type="checkbox"/>	28f	STEVEN	BRIAN	KRIVOS	krivos.1@osu.edu
<input checked="" type="checkbox"/>	29:	JOSEPH	ALLEN	LEIGH	leigh.22@osu.edu
<input checked="" type="checkbox"/>	27f	GEOFFREY	ALDEN	MARSH	marsh.2080@osu.edu
<input checked="" type="checkbox"/>	36f	EMILY	NICOLE	MIKAC	mikac.1@osu.edu
<input checked="" type="checkbox"/>	28f	ASHLEY	MARIE	MYERS	myers.822@osu.edu

1-15 of 24 > >>

A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X-Y-Z

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### Notes:

The results page comes back with each student record default “checked” in the “Flag” box. Your Emailer message (once composed) will be sent to each student with the box in the “checked” position. You can click on the “Clear All” button at the bottom of the results page to clear the “flag” boxes and then proceed to check any subset of the list.

The criteria used to generate the results will be displayed at the top of the page.

### **COMPOSING EMAIL**

1. Once you have selected the group of students you want from your results list you are ready to compose your Emailer message. Click on the “Emailer Selected Students” button. You are now presented with a standard Emailer composition interface. You can use any standard ([name.n@osu.edu](mailto:name.n@osu.edu)) OSU email address in the “From” field (presumably this will be your OSU ([name.n@osu.edu](mailto:name.n@osu.edu)) Emailer address, but you can also use it to have recipients reply to a generic Emailer address setup for specific tasks)
2. The CC: field works like most standard Emailer clients except currently you are limited to one cc: recipient only.
3. The Subject field is self explanatory; you are limited to 30 characters for your subject text
4. The Message field is where you will type the text of your Emailer message. You are limited to text, hyperlinks, cut and paste from MS Word

# Office of Undergraduate Studies Emailer Application User Guide

USAS Quick Mailing List - Microsoft Internet Explorer provided by OAFSA Network Support Services

Address: http://usfs2.us.ohio-state.edu/webdev/usas/secure/List/main.cfm?RequestTimeout=500

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Office of Undergraduate Studies Quick Mailing List

**Enter email Header Information and Message:**

**From:** advisor.1@osu.edu

**CC:**

**Subject:** USAS Quick Mailing List

**Message:** Please be advised that you are eligible to register in Honors sections of courses where available.

<< Attachment >>

<< SpreadSheet >>

Cancel Send

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Done Trusted sites

## ADDING AN ATTACHMENT

A handy feature is the possibility of adding an attachment to the email being composed. Click the Attachment link and then the Browse button to select the file. You are limited to the following file formats: .doc, .txt, .wpd, .xls, .pdf. If you try to send any other type of file your Emailer will not go through. You will be alerted to this by the application.

# Office of Undergraduate Studies Emailer Application User Guide

USAS Quick Mailing List - Microsoft Internet Explorer provided by OAFA Network Support Services

Address: <http://usfs2.us.ohio-state.edu/webdev/usas/secure/List/main.cfm?RequestTimeout=500>

THE OHIO STATE UNIVERSITY Office of Undergraduate Studies

Office of Undergraduate Studies Quick Mailing List

**Enter email Header Information and Message:**

**From:**

**CC:**

**Subject:**

**Message:**

Please be advised that you are eligible to register in Honors sections of courses where available.

<< [Attachment](#) >>

Source File:

<< [SpreadSheet](#) >>

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## EXPORTING TO RESULTS TO AN EXCEL SPREADSHEET

You can also download the created list into Excel as a spreadsheet (great for creating and keeping electronic grade book).

- Click the Spreadsheet link at the bottom of the Compose Email page.

# Office of Undergraduate Studies Emailer Application User Guide

Address: <http://usfs2.us.ohio-state.edu/webdev/usas/secure/List/m...>

CALLNUMBER:

	A	B	C	D	E	F
1	CALLNUM	2571				
2	YYYYQ:	20061				
3	COUNT=24					
4						
5	FIRST NAME	MIDDLE NAME	LAST NAME	EMAIL ADDRESSES		
6						
7	BRIAN	SETH	ALTMAN	altman.50@osu.edu		
8	KENDAL		CALLAHAN	callahan.130@osu.edu		
9	HEATHER	MARIE	CASTERLINE	casterline.8@osu.edu		
10	TIMOTHY	KAY	DISON	dison.617@osu.edu		
11	MIKEEA	MICHEAL	HANCOCK	hancock.86@osu.edu		
12	ABBEY	N	HUNTER	hunter.328@osu.edu		
13	DAVID	JOSEPH	ISAACS	isaacs.39@osu.edu		
14	MARC	DAVID	JONES	jones.2323@osu.edu		
15	JI YEON		KIM	kim.2139@osu.edu		
16	DANIEL	MCBEAN	KOENIG	koenig.259@osu.edu		
17	STEVEN	BRIAN	KRIVOS	krivos.1@osu.edu		
18	JOSEPH	ALLEN	LEIGH	leigh.22@osu.edu		
19	GEOFFREY	ALDEN	MARSH	marsh.2080@osu.edu		
20	EMILY	NICOLE	MIKAC	mikac.1@osu.edu		
21	ASHLEY	MARIE	MYERS	myers.822@osu.edu		
22	DERRICK	PATRICK	O'LYNN	olynn.1@osu.edu		
23	AMIEE	N	O'REILLY	oreilly.61@osu.edu		
24	MARSCILL	ASHLEY	PACKER	packer.27@osu.edu		
25	CHRISTINA	MICHELLE	PROUD	proud.2@osu.edu		
26	KYLE	A	RETZLAFF	retzlaff.3@osu.edu		
27	AMY	LEE	RIGBY	rigby.17@osu.edu		
28	ELIZABET	MARIE	SMITH	smith.4769@osu.edu		
29	BRADLEY	ALLAN	STARCOVIC	starcovic.2@osu.edu		
30	JEFFREY	ALAN	STUART	stuart.48@osu.edu		
31						
32						
33						
34						

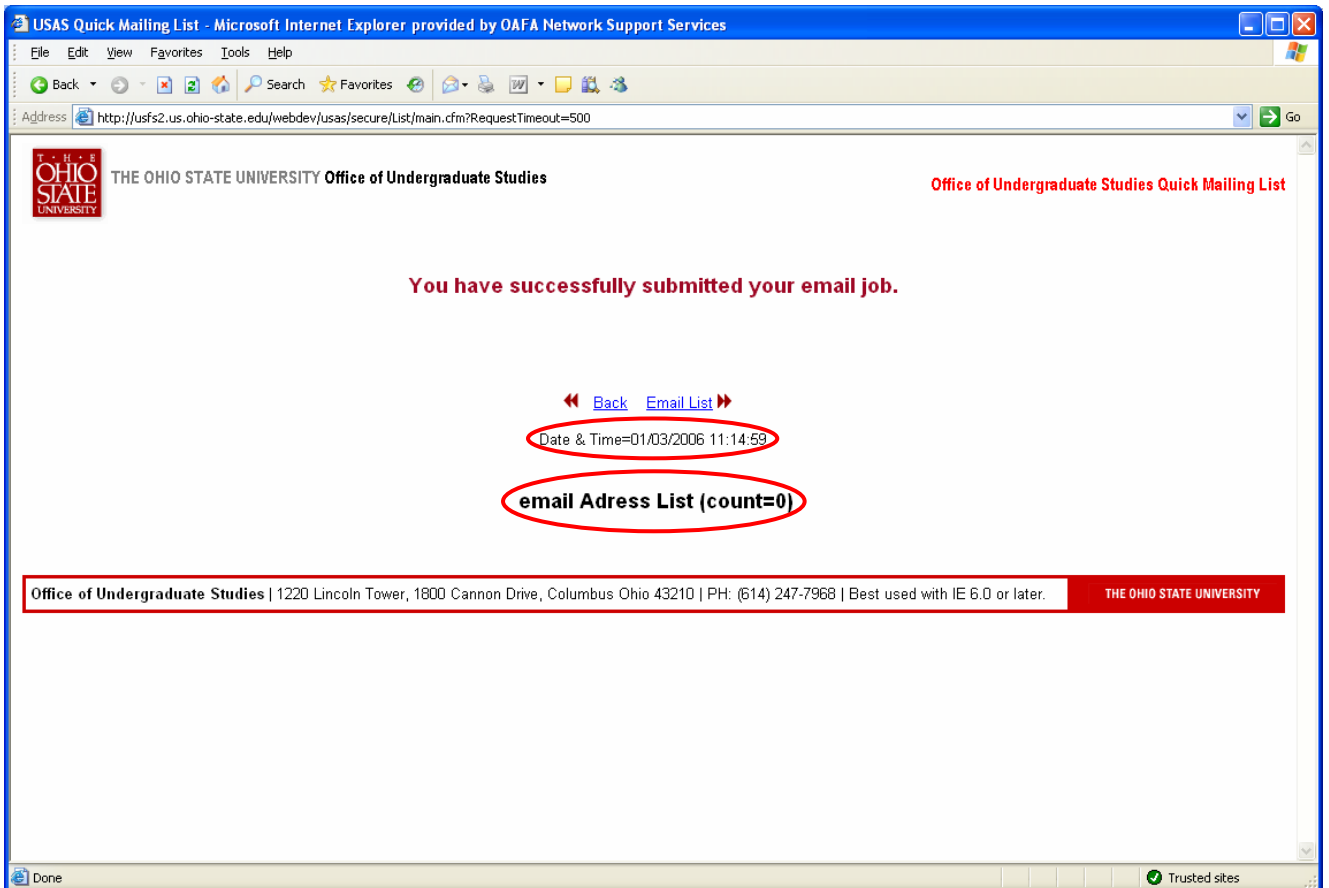
main /

Unknown Zone

# Office of Undergraduate Studies Emailer Application User Guide

Click the Send button to send the email to the selected group of students.

After the email has been sent you should get a page as shown below.



By clicking on the "Email List" link you can re-display the list of people who the Emailer went out to.