



## REMINDER: Staff and Student eDigests are for official communications

### What are they?

The Daily E-Mail Digest is sent at noon with the messages posted to it in the past 24 hours. The digest collects various announcements and bundles them as a single email that includes a table of contents for the recipients to select from.

Who does it reach?	Who can use these?	What are the appropriate uses of this communications method?
<u>UWS Student Digest:</u> All currently enrolled Students including Graduate and Distance Learning Students	Campus Administrators, Department Chairs, Program Assistants, Student Government Officials and individuals approved by Student Government.	Information from communication should be pertinent to at least 30% of the potential recipients and should be University Business that is open to the public. Appropriate use issues should be directed to the Dean of Students Office and the Student Government President.
<u>UWS Staff Digest:</u> All Faculty and Staff members including ad-hocs, project and LTE positions	Any UWS Staff, Faculty or official Student organization representatives.	Information from communication should be pertinent to at least 30% of the potential recipients and should be University Business that is open to the public.

## eDigest Frequently Asked Questions

**How do I know if an email digest submission is important?** Subjects make up the index of the digest. eDigest contributors are encouraged to use thoughtful language in the subject to communicate the content of their submission. Submissions without a subject will be rejected.

### How do I send an email to the digest?

To send to all staff use the address: **`_digest_staff`**. To send to all students use the address: **`_digest_student`**.

**How do I make a correction to a digest email?** eDigest is not correction tolerant. It is not possible to back out an individual eDigest submissions. If you make a mistake, please correct it with a second submission.

**Why can't I read the digest through Outlook Web Access?** The eDigest has two formats: an Outlook format (with a subject index) that can only be read through an Outlook client and a generic format (without a subject index) that can be read through either an Outlook client or Outlook Web Access. Students are setup with the generic format as a default and staff are setup with the Outlook format as a default. If you would like to change your format, please contact Terry Cheever.

**How do I reply to a digest email?** Reply to individual senders. If you reply to the eDigest list, your submission will be rejected. Please reply to the individual senders and not the list.

**Can I use attachments in a digest email?** Avoid attachments. One of the features in eDigest is searchable content. This only works if the content is in the body of the message. Please avoid the use of attachments.

**How big can my digest email be?** 60KB

## Campus – wide email announcements restricted

Directives from Campus Administration and announcements of a health or safety nature are the only communication sent to the "everyone" staff or student distribution list. These include construction updates, service outage notices, service restoration notices, safety, weather information, emergencies. Other "everyone" email communications should be sent to the appropriate digest (`_digest_student` or `_digest_staff` in the Exchange Address Book).