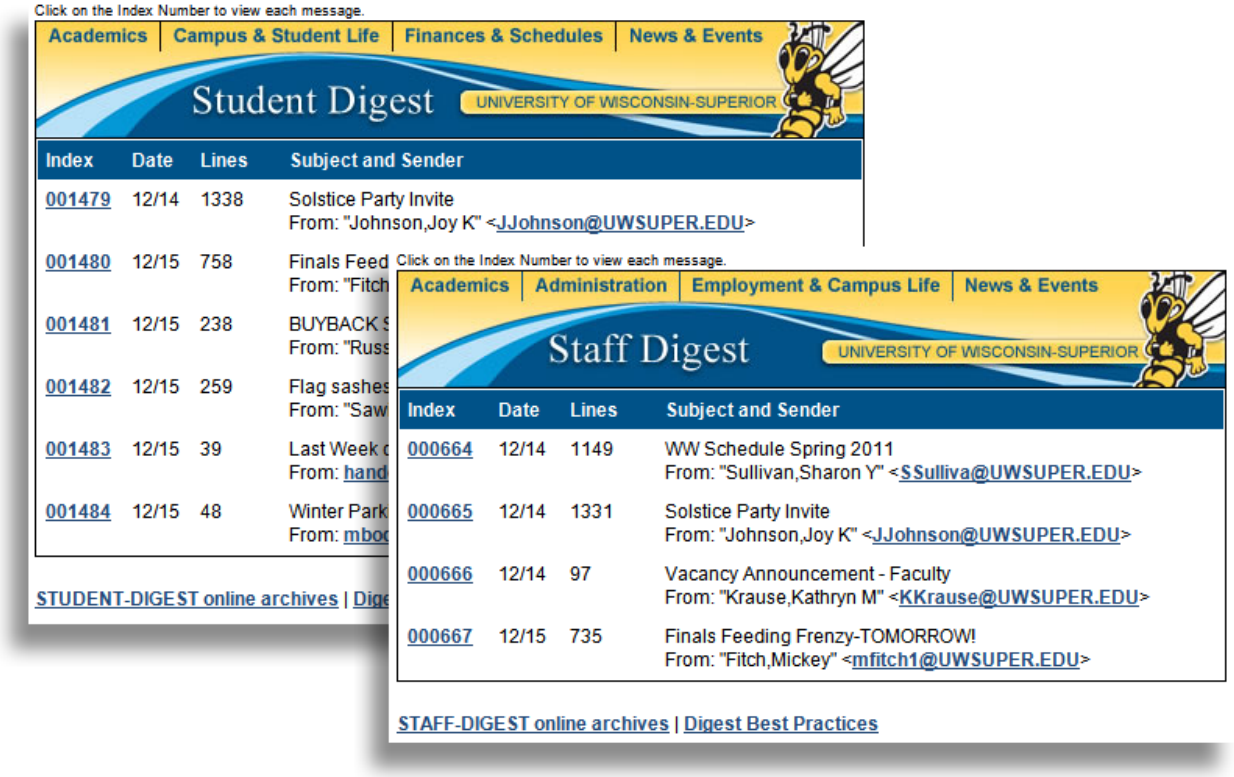
Examples of the new Staff and Student Digest Emails:



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Part 1: Why the Upgrade?

Accessibility

In the past, the system worked for you on Outlook Client or Outlook Web Access, but not both. It also didn't play well if you weren't using Internet Explorer while using Web Access. This new version works the same no matter what platform you are using. If you are using Outlook Client or Web Access, the messages will look and function the same. If you are using Web Access in Internet Explorer or another browser, the messages will look and function the same.

University Branding and Usability

The new Digest email you get in your inbox has much better University branding – it uses the approved website colors and incorporates Buzz in the upper-right corner. It also is much easier to use.

In Outlook Web Access, messages are no longer attachments that you have to click on individually to read. In Outlook Client, you no longer have to click twice to read a message.

Website Integration

The top-part of the email you get in your inbox has links relative to your position at the University. Faculty/Staff members will have links to University webpages that directly relate to them; same with Current Students. For example, this function makes it very easy for students go from the Digest email to "Finances and Schedules" page on the website.

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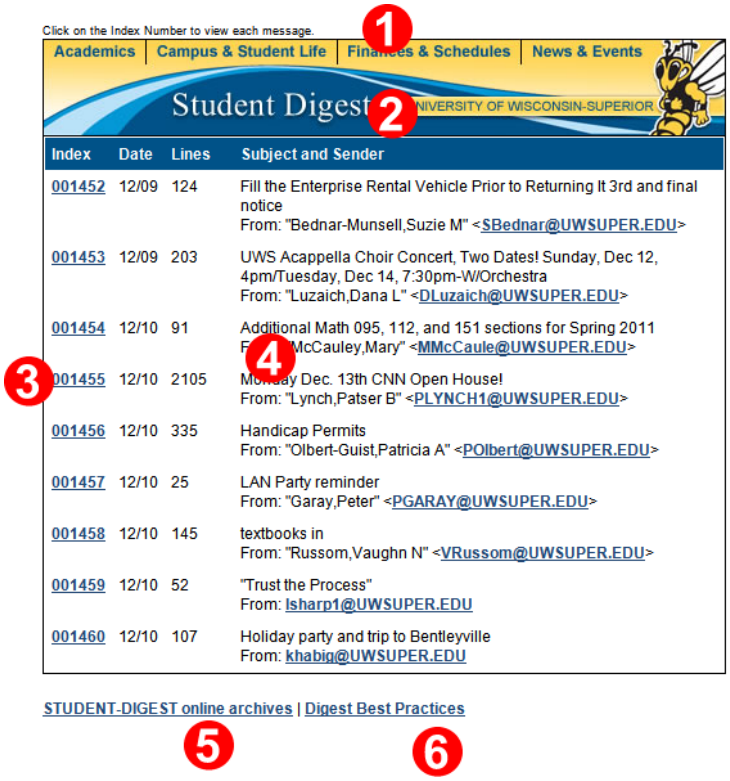
Part 2: The Digest Email

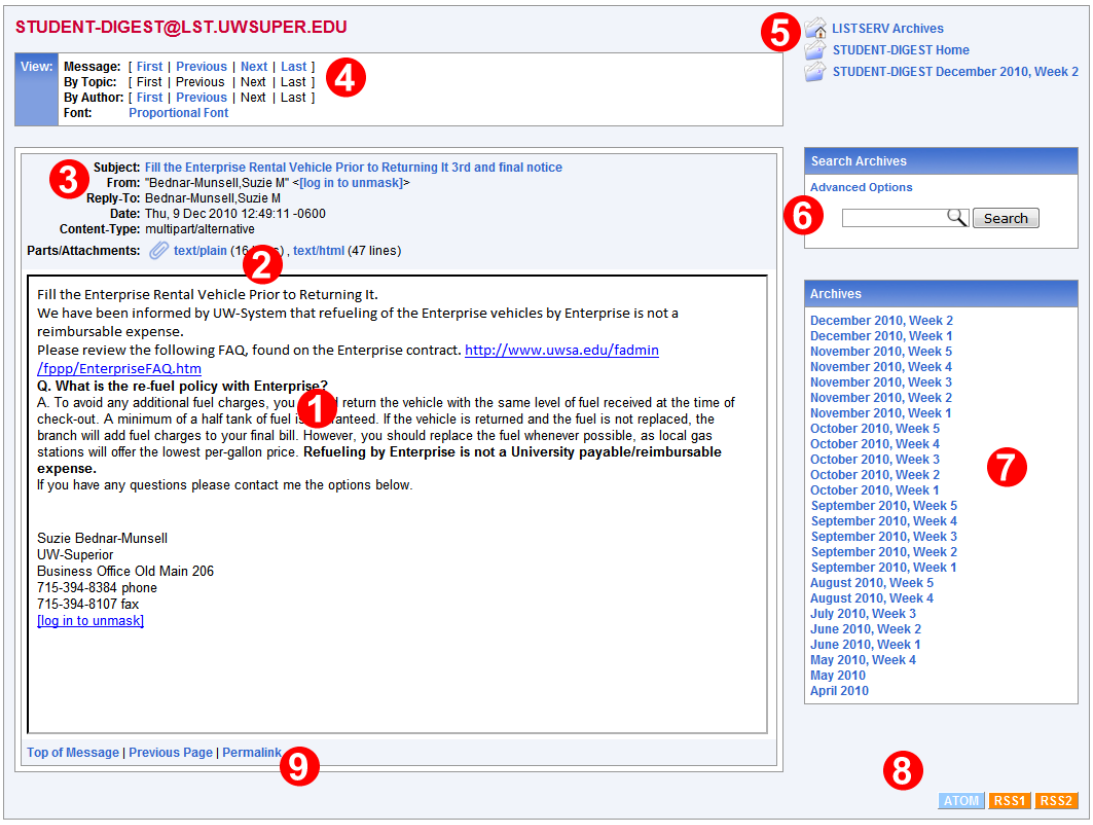
The Digest email has been redesigned to display correctly in Outlook Client, Web Access using Internet Explorer or other web browsers. It also contains links to various portions of the University Website that relate directly to your position here at UW-Superior.

1. **Audience Gateway Website Links** – clicking on these will bring you to these topics on the University Website.
2. **University Branding** – incorporates the blue wave, Buzz and the Digest name.
3. **Message Index Number** – this is what you click on to read the message
4. **Headline and Sender Info** – the subject of the message and who sent it.
5. **Digest Archive Link** – click on this to quickly access past Digest messages in the Archive.
6. **Digest Best Practices Link** – click on this to view guidelines on how to write for the Digest, get your message seen and other excellent tips.



Part 3A: The Message

The message is now web-based, meaning it's not part of the email system any more. In the past, messages were all contained in Outlook and getting to the message was difficult especially using Outlook Web Access.



1. **The Message** – is displayed prominently within the center portion of the page. This is the message that the author sent to the Digest.
2. **Alternate Versions of the Message** – you can view the text-only and html versions of the message.
3. **Headline, Author and Date information** – tells you what the subject of the message is, who sent it and when they sent it.
4. **Navigation** – quickly view messages in the Digest by clicking "First, Previous, Next, Last". Clicking "Next" for example, will display the message that was sent right after the one you are currently viewing.
5. **Archive Links** – provides a few links to different views of the historical record of past Digest messages.
6. **Archive Search** – enter a keyword or phrase to view a list of all matching Digest articles. Want to see all messages that contain information about "Swenson Hall" – search for it.
7. **Archives List** – this list groups past messages by week. Click on a week to view all messages that were submitted during that timeframe.

8. **RSS Feeds** – if you want to stay updated to Digest messages, but don't check your UW-Superior email, you can subscribe to messages via RSS or Atom Feeds using your preferred RSS Aggregator such as Google Reader.

Part 3B: Message FAQs

- **Why is there the "login to unmask" in place of email addresses – both within the message in the "From" area?**
  - Digest blocks the display of email address to help prevent SPAM. Since the message is available on the web, any display of email addresses makes it available to robots that scan webpage code looking for email addresses.
  - To display the email address, click the link "Login to unmask". You will be presented with a login page. Enter your UWS credentials and email addresses will no longer be blocked.
- **My nicely formatted email doesn't display the same in this new Digest system, what's wrong?**
  - The best advice is to keep your messages simple. Overly complex email designs are hard for the Digest to convert into web-format. Please refer to the Digest Best Practices for more tips on creating a successful message.

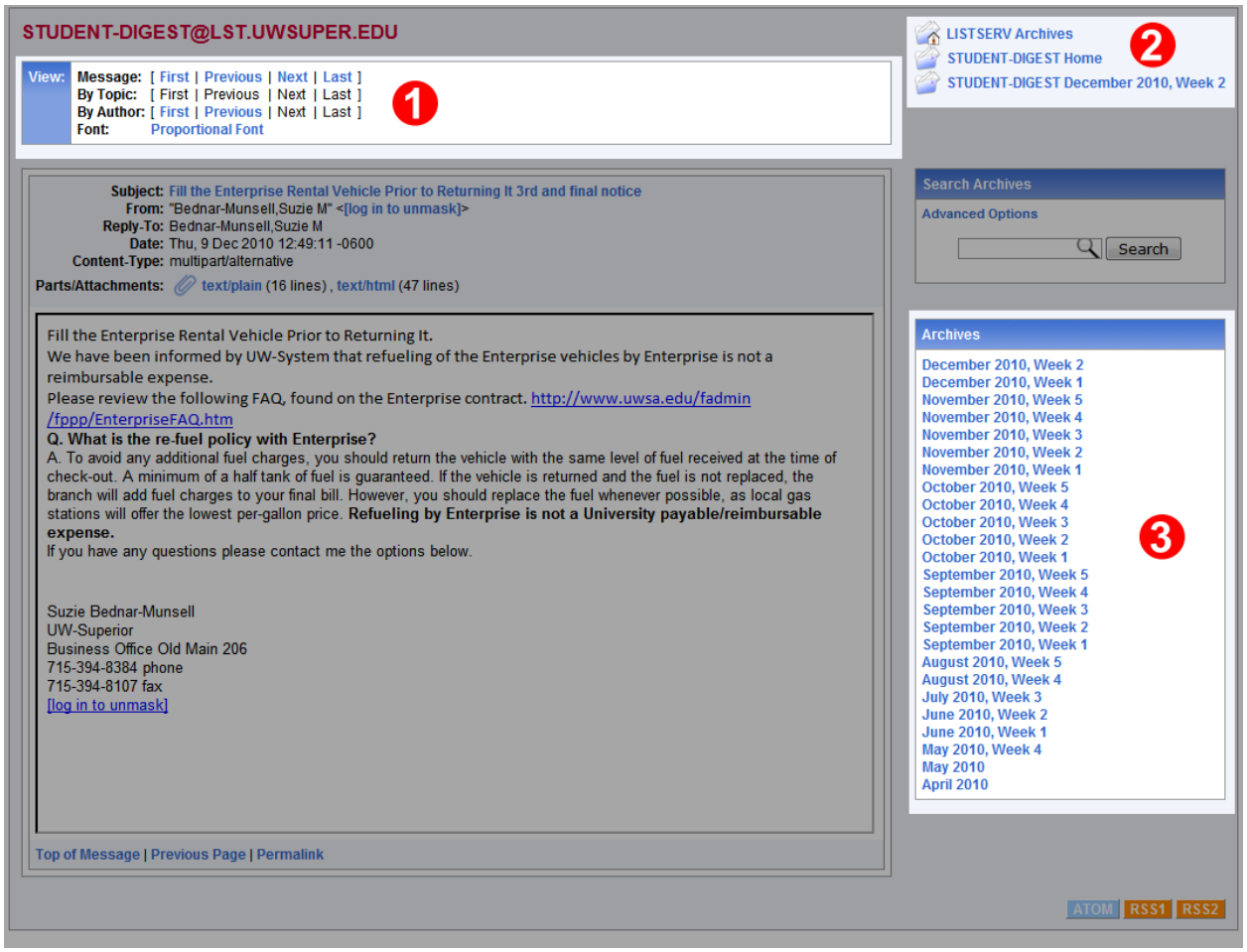
  - **Avoid Background Images within your email** – they may not replicate into web-format as expected.

So instead of this:

Do this:

Part 4A: Browsing the Archives

The new version gives you very easy access to all the past messages sent. When viewing a Message, there are 3 locations that get you to browsing past messages:

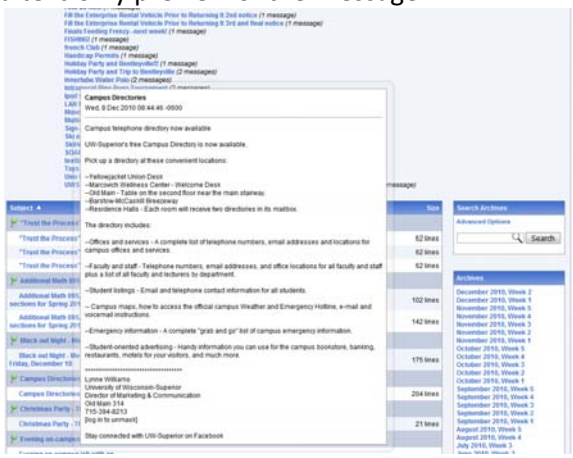


1. **Previous/Next Messages** – these links are great to quickly go through the messages in the order they were submitted.
2. **Archives Home Link, Current Week Link** – brings you to the index of the Achive (which is identical to #3 on this screenshot). The 3rd link on this list is always the "current week".
3. **Archive List by Week** – click on a week to view all messages that were submitted during that timeframe.

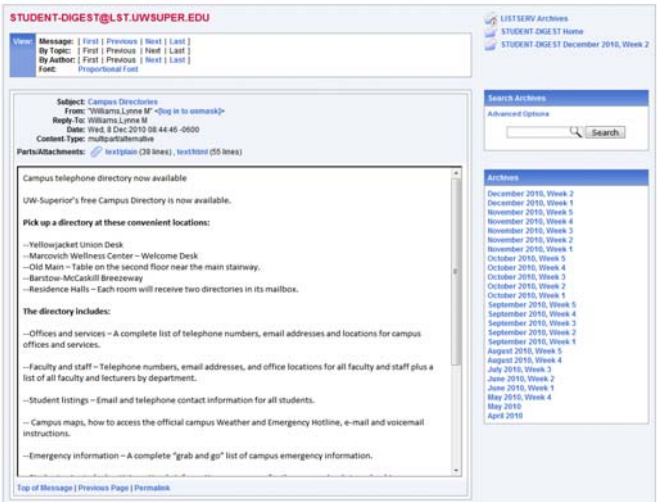
Part 4B: The Archive's Table of Contents

The TOC is a list of all messages for the chosen week. It lists all messages by Subject at the top, clicking it will jump you lower down on the page where you can access all instances of that subject:

Moving your cursor over a Subject will display a text-only preview of the Message:

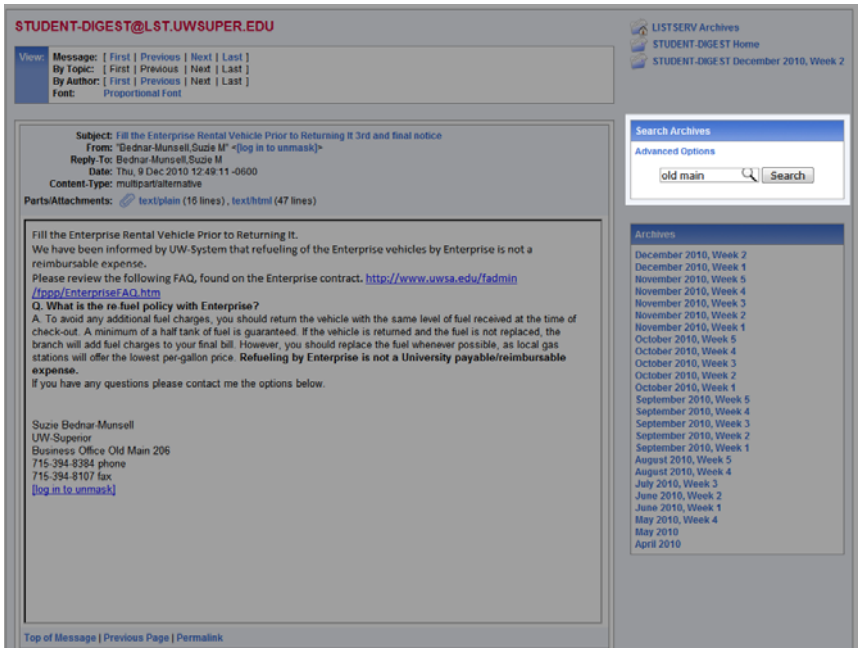


Clicking on a Subject will display that full Message:

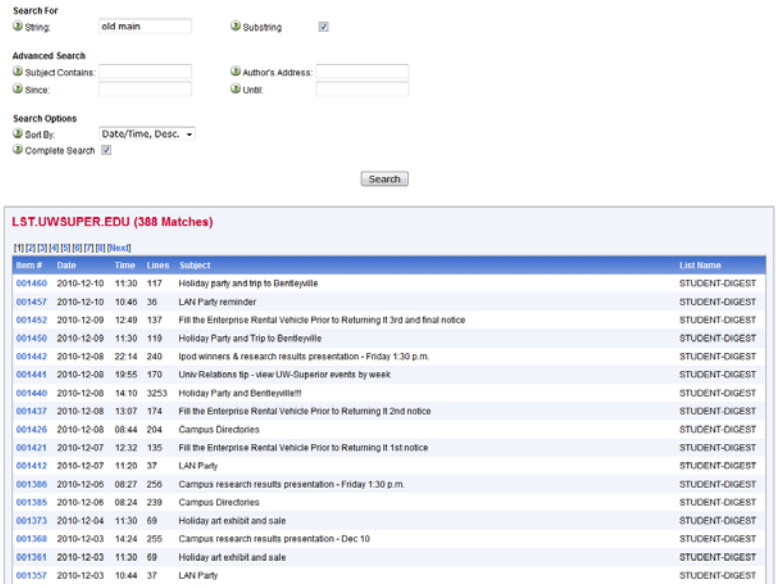


Part 4C: Searching the Archive

Don't know when a Message was sent, or who sent it? Enter some keywords into the search and Digest will give you matching results.



The Search Results page will display all Messages that have your keyword or phrase:



Clicking the "Item #" next to a message will display that Message. Use the form at the top of the page to modify your search if you want.