

The New Digest

Examples of the new Staff and Student Digest Emails:

Click on the Index Number to view each message.

Student Digest UNIVERSITY OF WISCONSIN-SUPERIOR

Academics | Campus & Student Life | Finances & Schedules | News & Events

Index	Date	Lines	Subject and Sender
001479	12/14	1338	Solstice Party Invite From: "Johnson, Joy K" < JJohnson@UWSUPER.EDU >
001480	12/15	758	Finals Feed From: "Fitch
001481	12/15	238	BUYBACK S From: "Russ
001482	12/15	259	Flag sashes From: "Saw
001483	12/15	39	Last Week c From: hand
001484	12/15	48	Winter Park From: mbo

[STUDENT-DIGEST online archives](#) | [Digest Best Practices](#)

Click on the Index Number to view each message.

Staff Digest UNIVERSITY OF WISCONSIN-SUPERIOR

Academics | Administration | Employment & Campus Life | News & Events

Index	Date	Lines	Subject and Sender
000664	12/14	1149	WW Schedule Spring 2011 From: "Sullivan, Sharon Y" < SSullivan@UWSUPER.EDU >
000665	12/14	1331	Solstice Party Invite From: "Johnson, Joy K" < JJohnson@UWSUPER.EDU >
000666	12/14	97	Vacancy Announcement - Faculty From: "Krause, Kathryn M" < KKrause@UWSUPER.EDU >
000667	12/15	735	Finals Feeding Frenzy-TOMORROW! From: "Fitch, Mickey" < mfitc1@UWSUPER.EDU >

[STAFF-DIGEST online archives](#) | [Digest Best Practices](#)

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The New Digest

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.

The New Digest

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.

Click on the Index Number to view each message.

1

Academics Campus & Student Life Finances & Schedules News & Events

2

Student Digest UNIVERSITY OF WISCONSIN-SUPERIOR

Index	Date	Lines	Subject and Sender
001452	12/09	124	Fill the Enterprise Rental Vehicle Prior to Returning It 3rd and final notice From: "Bednar-Munsell,Suzie M" < SBednar@UWSUPER.EDU >
001453	12/09	203	UWS Acappella Choir Concert, Two Dates! Sunday, Dec 12, 4pm/Tuesday, Dec 14, 7:30pm-W/Ochestra From: "Luzaich,Dana L" < DLuzaich@UWSUPER.EDU >
001454	12/10	91	Additional Math 095, 112, and 151 sections for Spring 2011 From: "McCauley,Mary" < MMcCaule@UWSUPER.EDU >
3 001455	12/10	2105	Monday Dec. 13th CNN Open House! From: "Lynch,Patser B" < PLYNCH1@UWSUPER.EDU >
001456	12/10	335	Handicap Permits From: "Olbert-Guist,Patricia A" < POlbert@UWSUPER.EDU >
001457	12/10	25	LAN Party reminder From: "Garay,Peter" < PGARAY@UWSUPER.EDU >
001458	12/10	145	textbooks in From: "Russom,Vaughn N" < VRussom@UWSUPER.EDU >
001459	12/10	52	"Trust the Process" From: Isharp1@UWSUPER.EDU
001460	12/10	107	Holiday party and trip to Bentleyville From: khabig@UWSUPER.EDU

4

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[STUDENT-DIGEST online archives](#) | [Digest Best Practices](#)

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.

The screenshot shows a web-based email interface for the domain STUDENT-DIGEST@LST.UWSUPER.EDU. The interface includes a header with navigation links (1, 4), a subject line (3), a search bar (6), and an archives list (7). The main content area (1) contains the message body, including a FAQ link and contact information. The footer (8) has ATOM, RSS1, and RSS2 links.

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.

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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:



Come to our Event

When: Dec. 15 10am
Where: Old Main Hallway

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:

The screenshot shows the email interface for STUDENT-DIGEST@LST.UWSUPER.EDU. It features a navigation bar with links for 'Message', 'By Topic', 'By Author', and 'Font', with a red circle '1' highlighting the 'Previous' and 'Next' links. Below this is the email header with subject, from, reply-to, date, and content-type information. The main body of the email contains text about Enterprise rental vehicles and a FAQ link. On the right side, there is a sidebar with 'LISTSERV Archives' and 'STUDENT-DIGEST Home' links, with a red circle '2' highlighting the 'STUDENT-DIGEST Home' link. Below that is a search bar and an 'Archives' list showing weeks from December 2010 to April 2010, with a red circle '3' highlighting the 'December 2010, Week 2' link. At the bottom right, there are 'ATOM', 'RSS1', and 'RSS2' links.

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 Archive (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.

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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:

December 2010, Week 2

View: Show Author | Hide Author
Show Table of Contents | Hide Table of Contents

LISTSERV Archives
STUDENT-DIGEST Home

Table of Contents

- "Trust the Process" (3 messages)
- Additional Math 095, 112, and 151 sections for Spring 2011 (2 messages)
- Black out night - Men's Hockey - Friday, December 10 (1 message)
- Campus Directories (1 message)
- Christmas Party - Thursday Night! (1 message)
- Evening on-campus job with an automated call center! (1 message)
- Fête de Noël (1 message)
- Fill the Enterprise Rental Vehicle Prior to Returning It 2nd notice (1 message)
- Fill the Enterprise Rental Vehicle Prior to Returning It 3rd and final notice (1 message)
- Finals Feeding Frenzy--next week! (1 message)
- FISHING! (1 message)
- french Club (1 message)
- Handicap Permits (1 message)
- Holiday Party and Bentleyville!! (1 message)
- Holiday Party and Trip to Bentleyville (2 messages)
- Innertube Water Polo (2 messages)
- Intramural Ping Pong Tournament (2 messages)
- Ipod winners & research results presentation - Friday 1:30 p.m. (1 message)
- LAN Party reminder (1 message)
- Monday Dec. 13th CNM Open House! (2 messages)
- Multicultural Students: We Want to Hear From YOU! (1 message)
- Sign-up for Interviews Now with Evans Transport! (1 message)
- Ski and snowboard with SOAP (2 messages)
- SkiHut Waxing Demo presented by Campus Rec. (2 messages)
- SOAP Survivor Movie Premier (1 message)
- textbooks in (1 message)
- Toys for Tots (1 message)
- Univ Relations tip - view UW Superior events by week (1 message)
- UWS Acappella Choir Concert, Two Dates! Sunday, Dec 14, 7:30pm-W/Orchestra (1 message)

Subject	From	Date	Size
"Trust the Process"	[log in to unmask]	Wed, 8 Dec 2010 11:30:12 -0600	62 lines
"Trust the Process"	[log in to unmask]	Thu, 9 Dec 2010 11:30:15 -0600	62 lines
"Trust the Process"	[log in to unmask]	Fri, 10 Dec 2010 11:30:17 -0600	62 lines
Additional Math 095, 112, and 151 sections for Spring 2011	McCauley,Mary <[log in to unmask]>	Fri, 10 Dec 2010 08:15:28 -0600	102 lines
Additional Math 095, 112, and 151 sections for Spring 2011	McCauley,Mary <[log in to unmask]>	Fri, 10 Dec 2010 13:00:18 -0600	142 lines

Search Archives
Advanced Options
Search

Archives
December 2010, Week 2
November 2010, Week 1
November 2010, Week 5
November 2010, Week 4
November 2010, Week 3
November 2010, Week 2

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

Fill the Enterprise Rental Vehicle Prior to Returning It 2nd notice (1 message)
Fill the Enterprise Rental Vehicle Prior to Returning It 3rd and final notice (1 message)
Finals Feeding Frenzy--next week! (1 message)
FISHING! (1 message)
french Club (1 message)
Handicap Permits (1 message)
Holiday Party and Bentleyville!! (1 message)
Holiday Party and Trip to Bentleyville (2 messages)
Innertube Water Polo (2 messages)
Intramural Ping Pong Tournament (2 messages)
Ipod winners & research results presentation - Friday 1:30 p.m. (1 message)
LAN Party reminder (1 message)
Monday Dec. 13th CNM Open House! (2 messages)
Multicultural Students: We Want to Hear From YOU! (1 message)
Sign-up for Interviews Now with Evans Transport! (1 message)
Ski and snowboard with SOAP (2 messages)
SkiHut Waxing Demo presented by Campus Rec. (2 messages)
SOAP Survivor Movie Premier (1 message)
textbooks in (1 message)
Toys for Tots (1 message)
Univ Relations tip - view UW Superior events by week (1 message)
UWS Acappella Choir Concert, Two Dates! Sunday, Dec 14, 7:30pm-W/Orchestra (1 message)

Subject: Campus Directories
From: Williams,Lynne M <[log in to unmask]>
Reply-To: Williams,Lynne M
Date: Wed, 8 Dec 2010 08:44:40 -0600
By Author: [First] [Previous] [Next] [Last]
Content-Type: multipart/alternative

Part1:Attachments: text/plain (39 lines), text/html (55 lines)

Campus telephone directory now available

UW-Superior's free Campus Directory is now available.

Pick up a directory at these convenient locations:

- Yellowjacket Union Desk
- Marcovich Wellness Center - Welcome Desk
- Old Main - Table on the second floor near the main stairway.
- Bartow-McCaskill Breezeway
- Residence Halls - Each room will receive two directories in its mailbox.

The directory includes:

- Offices and services - A complete list of telephone numbers, email addresses and locations for campus offices and services.
- Faculty and staff - Telephone numbers, email addresses, and office locations for all faculty and staff plus a list of all faculty and lecturers by department.
- Student listings - Email and telephone contact information for all students.
- Campus maps, how to access the official campus Weather and Emergency Hotline, e-mail and voicemail instructions.
- Emergency information - A complete "grab and go" list of campus emergency information.

Top of Message | Previous Page | Permalink

Clicking on a Subject will display that full Message:

STUDENT-DIGEST@LIST.UWSUPER.EDU

View: Message | First | Previous | Next | Last
By Topic: | First | Previous | Next | Last
By Author: | First | Previous | Next | Last
Font: Proportional Font

Subject: Campus Directories
From: Williams,Lynne M <[log in to unmask]>
Reply-To: Williams,Lynne M
Date: Wed, 8 Dec 2010 08:44:40 -0600
By Author: [First] [Previous] [Next] [Last]
Content-Type: multipart/alternative

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Top of Message | Previous Page | Permalink

Archives
December 2010, Week 2
November 2010, Week 1
November 2010, Week 5
November 2010, Week 4
November 2010, Week 3
November 2010, Week 2
October 2010, Week 5
October 2010, Week 4
October 2010, Week 3
October 2010, Week 2
October 2010, Week 1
September 2010, Week 5
September 2010, Week 4
September 2010, Week 3
September 2010, Week 2
September 2010, Week 1
August 2010, Week 5
August 2010, Week 4
August 2010, Week 3
August 2010, Week 2
August 2010, Week 1
July 2010, Week 5
July 2010, Week 4
July 2010, Week 3
July 2010, Week 2
July 2010, Week 1
June 2010, Week 5
June 2010, Week 4
June 2010, Week 3
June 2010, Week 2
June 2010, Week 1
May 2010, Week 5
May 2010, Week 4
May 2010, Week 3
May 2010, Week 2
May 2010, Week 1
April 2010

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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 screenshot shows a webmail interface for STUDENT-DIGEST@LST.UWSUPER.EDU. The main content area displays an email message with the following details:

- Subject:** Fill the Enterprise Rental Vehicle Prior to Returning II 3rd and final notice
- From:** "Bednar-Munsell Suzie M" <[log in to unmask]>
- Reply To:** Bednar-Munsell Suzie M
- Date:** Thu, 9 Dec 2010 12:49:11 -0600
- Content-Type:** multipart/alternative
- Parts/Attachments:** text/plain (16 lines), text/html (47 lines)

The body of the email contains instructions regarding the Enterprise Rental Vehicle and includes a link to an FAQ: <http://www.uwsa.edu/admin/fppp/EnterpriseFAQ.htm>. It also provides contact information for Suzie Bednar-Munsell, UW Superior Business Office Old Main 206, including phone and fax numbers, and a link to log in to unmask.

On the right side of the interface, there is a "Search Archives" section with a search box containing "old main" and a "Search" button. Below the search box is a list of archives from April 2010 to December 2010, with the current week highlighted.

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

The search form includes the following fields and options:

- Search For:** A text input field containing "old main".
- String:** A radio button option.
- Substring:** A checked radio button option.
- Advanced Search:** A section with several input fields for "Subject Contains:", "Since:", "Author's Address:", and "Until:".
- Search Options:** A section with a "Sort By:" dropdown menu set to "Date/Time, Desc." and a checked "Complete Search" checkbox.
- Search:** A button to execute the search.

The search results page displays a list of 388 matches. The table below shows the first 15 results:

Item #	Date	Time	Lines	Subject	List Name
001460	2010-12-10	11:30	117	Holiday party and trip to Bentleyville	STUDENT-DIGEST
001457	2010-12-10	10:46	36	LAN Party reminder	STUDENT-DIGEST
001452	2010-12-09	12:49	137	Fill the Enterprise Rental Vehicle Prior to Returning II 3rd and final notice	STUDENT-DIGEST
001450	2010-12-09	11:30	119	Holiday Party and Trip to Bentleyville	STUDENT-DIGEST
001442	2010-12-08	22:14	240	Ipod winners & research results presentation - Friday 1:30 p.m.	STUDENT-DIGEST
001441	2010-12-08	19:55	170	Univ Relations tip - view UW-Superior events by week	STUDENT-DIGEST
001440	2010-12-08	14:10	3253	Holiday Party and Bentleyville!!!	STUDENT-DIGEST
001437	2010-12-08	13:07	174	Fill the Enterprise Rental Vehicle Prior to Returning II 2nd notice	STUDENT-DIGEST
001426	2010-12-08	08:44	204	Campus Directories	STUDENT-DIGEST
001421	2010-12-07	12:32	135	Fill the Enterprise Rental Vehicle Prior to Returning II 1st notice	STUDENT-DIGEST
001412	2010-12-07	11:20	37	LAN Party	STUDENT-DIGEST
001386	2010-12-06	08:27	256	Campus research results presentation - Friday 1:30 p.m.	STUDENT-DIGEST
001385	2010-12-06	08:24	239	Campus Directories	STUDENT-DIGEST
001373	2010-12-04	11:30	69	Holiday art exhibit and sale	STUDENT-DIGEST
001368	2010-12-03	14:24	255	Campus research results presentation - Dec 10	STUDENT-DIGEST
001361	2010-12-03	11:30	69	Holiday art exhibit and sale	STUDENT-DIGEST
001357	2010-12-03	10:44	37	LAN Party	STUDENT-DIGEST

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.