

### **Sending to the advisee email lists**

With the migration to Office 365, ITS began getting reports of difficulties maintaining contact lists in the Office interface. This was due to the inability to add more than one person at a time. After a few requests from advisors and a better understanding of how they were getting their list of advisees through PAWS, ITS has created automated distribution lists for all advisors to use. These lists are kept up-to-date daily and are only allowed to be emailed by the advisor of the students.

#### **In order to answer a few key questions to using lists, we've created this short FAQ for you.**

- 1) What is my list name?
  - a. Your list is named [advisor\\_netid@eiu.edu](mailto:advisor_netid@eiu.edu) . Simply replace netid with your EIU NetID.
- 2) What students are on this lists?
  - a. All students you advise this semester are on this list. The list is kept up-to-date every day by an automated process from banner that feeds into and automated process that updates Office 365.
- 3) Can anyone email these lists?
  - a. No. Only the advisor for the students in the list are allowed to email the list. For example the list [advisor\\_plevine@eiu.edu](mailto:advisor_plevine@eiu.edu) can only be emailed by [plevine@eiu.edu](mailto:plevine@eiu.edu). If anyone else emails the list, an automated email will be sent back to them letting them know they don't have access to email the list.
- 4) Are there any other lists?
  - a. An additional list for next semester is also maintained. The list name is [advisor\\_netid\\_next@eiu.edu](mailto:advisor_netid_next@eiu.edu). The same rules and updates apply as the current semester list.
- 5) Can I still get my list through PAWS?
  - a. Yes. If you would rather have your list of ID's through PAWs, that feature is still there.
- 6) Can I send to this list using something other than the Office 365 Web interface?
  - a. Yes. As long as the sending email address is the owner of the list, any email client you use should be able to send to this list.
- 7) What if a new person becomes an advisor at EIU?
  - a. The automated process will recognize if there is a new advisor and automatically create a list for them as soon as they have advisees.