Sending Group Emails

Every email system handles its mass emailing differently. Let us review this function in GroupWise, JagMail Web interface, and JagMail Outlook interface. Make sure you understand the exact terms used in each system and the scope of functionality they cover.

Sending Group Emails in GroupWise

In GroupWise, a group is a list of users or resources you can send messages to. There are two types of groups in GroupWise email program: public and personal.

A public group is a list of users created by the system administrator. It is available for use by each GroupWise user. For example, there is a public group for Psychology department (Psychology@usouthal.edu). Public groups are listed in the system address book.

A personal group is a group created by you. For example, if you often send a reminder about the departmental meeting to the members of your department, you can include each co-worker’s address or name in a personal email group and give it a unique name. Next time you need to send an email to this group, all you need to do is to enter the group’s name in the To field and the message will go to all the “members” of this group.

Sending Group Emails in JagMail - Web interface

You can send mass emails in JagMail employing either Contacts or Google Groups apps. You can create a personal “Mailing list” by creating a Contact Group in Contacts or create an Email List Group in Google Groups App. Each way has its advantages and limitations.

You create a Contact Group in your Contacts App window and can add up to 500 individual contacts to the group, whether they have internal or external email addresses. (Adding a new external email address to a Contact group adds it automatically to My Contacts list.) Then with one click on the “Email” button you can send your message to the whole group or any custom selection of its members. If you don’t want the recipients to see who else received the email, cut the addresses from the To field and paste them to the Bcc field of the message header. Contact groups are easy to maintain and manage but not easy to share with other people. Click the link below for the step-by-step directions on how to set up a Contact group:

https://jagmail.southalabama.edu/images/MassMailingWithContactGroupsInJagMailWeb.pdf
If you regularly need to reach a larger number of people or need to share your mailing lists with others, then **Google Groups** could be a better choice. Google Groups can be configured in many different ways, depending on the group’s purpose. The most common types of Groups are **Email lists**, **Web and Q&A forums**, and **Collaborative Inboxes**. If you create a Google Group that is configured like a mailing list, it contains the email addresses of its members but also has its own email address. Using just one email address for the Group, you can:

- Send email to group members
- Invite group members to meetings and other events
- Share files and Google documents, sites, videos, and calendars with group members

You can decide to make your Google Group’s email address public so that other people can send emails to it or you can hide the Group's email address from the email directory. Another option allows you to specify your Google Group as a restricted access unit so that people can join it only by invitation or can be added to the list by the Group’s manager or you can configure it as an open public entity and people can join it at will.

**NOTE:** When you send email to a **Contact group**, recipients get the email message only in their inbox. **Google Groups** can be configured in **3 different ways** so that the group members can see their group mailings in their inbox, in the online forum interface, or in both. Also take notice that the members of any Google Group always have control of their membership and can withdraw from any group at their will.

Even if you plan to use the Google Groups only as **Email Lists**, it’s important to get acquainted with the management features of this app. Please see the training modules on Google Groups at our Training center. To request a new Google Group, go to our Google Group request page: [https://jagmail.southalabama.edu/requestgrp.aspx](https://jagmail.southalabama.edu/requestgrp.aspx)

**Sending Group Emails in JagMail - Outlook interface**

If you use Outlook client for your JagMail and need to send bulk emails in **Outlook** on a regular basis, you can also create a mailing list which in Outlook is called "**Contact group.**" Click the link below for instructions on creating your Contact groups in Outlook: [https://jagmail.southalabama.edu/images/CreatingandSharingGroupsInOutlook.pdf](https://jagmail.southalabama.edu/images/CreatingandSharingGroupsInOutlook.pdf)

When you address an email message to one of your **Contact groups**, unlike the GroupWise group, the list of group members in Outlook is expanded when you click **Send**. If you do not wish to expose all the members and their email addresses to the recipients of the message, the Contact group name should be entered into the **Bcc** field.
If you have a mailing list that exceeds 100 recipients and/or if you plan to share it with others, then you should create a **Google Group** instead and use it for your mass mailings. Use the Google Groups tutorials provided on the Training Center web page to learn how to set up a Google group as an **Email List**. To request a new Google Group, go to our Google Group request page: https://jagmail.southalabama.edu/requestgrp.aspx

**NOTE:** Strong anti-spam filters in Gmail impose some sending limits, like the size of emails, number of an email message recipients, maximum number of members per group, total inbound and outbound emails per day, etc. These measures are designed to prevent phishing and ensure security of your email. Exceeding the sending limits can render your account “inactive” from one hour to 24 hours. Please check out the Google Groups message limits guidelines provided at http://support.google.com/a/bin/answer.py?hl=en&answer=166852&from=166862&rd=1