

Youngstown Mass Email System (YMES) User Documentation

Purpose:

YMES is intended to provide faculty with the ability to send emails to class rosters, and eventually replace the MyYSU portal system to send class rosters.

General Specifications:

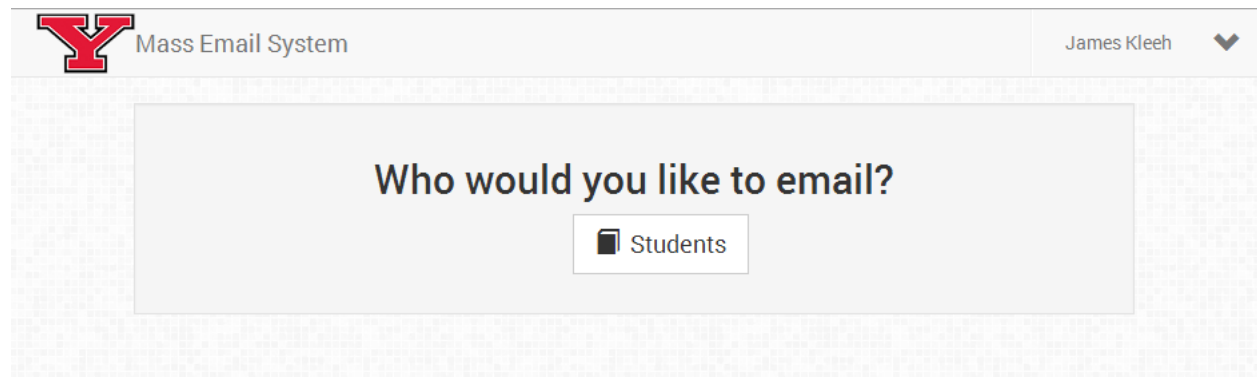
1. YMES will allow a faculty member to send roster based email to courses they are assigned to teach
 - a. In the current semester,
 - b. In the two prior semesters,
 - c. In the next semester when we are within two months of the start of the next semester.
2. YMES will optionally allow the faculty member to download a CSV file containing the student's names, email addresses and Y number.
3. YMES will **automatically** send a CC to the sending faculty's **O365 mailbox**, and includes statistics on the number of recipients the email was sent to.
4. All recipient email addresses are sent in the BCC field so no recipient can "reply to all".

To use:

Go to: <https://ymes.yosu.edu>

And log in using your YSU UserID & Password.

- 1) Click on "Students".
(This may seem odd now but eventually there will be more choices).



2) Then select the class rosters you wish to send an email to:

The screenshot shows the 'Mass Email System' interface. At the top left is a red 'Y' logo and the text 'Mass Email System'. At the top right, the name 'James Klee' is displayed with a dropdown arrow. The main content area is titled 'Rosters' and is divided into three sections: 'Summer 2014', 'Spring 2014', and 'Fall 2013'. Each section has a 'Toggle All' link and a list of class rosters with checkboxes.

Term	Class Roster	Selected
Summer 2014	30003 - ACCT 2602 Financial Accounting	<input type="checkbox"/>
	30002 - ACCT 2602 Financial Accounting	<input type="checkbox"/>
	30005 - ACCT 2603 Managerial Accounting	<input type="checkbox"/>
Spring 2014	26259 - ACCT 3730 Oil and Gas Accounting	<input type="checkbox"/>
	20032 - ACCT 4813 Federal Taxation 1	<input type="checkbox"/>
	20034 - ACCT 4818 Income Tax Preparation 2	<input type="checkbox"/>
Fall 2013	40153 - ACCT 3711 Cost Accounting	<input type="checkbox"/>
	40160 - ACCT 4813 Federal Taxation 1	<input type="checkbox"/>
	40161 - ACCT 4813 Federal Taxation 1	<input type="checkbox"/>

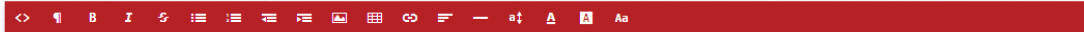
3) Enter your subject, CC, and message. When you are ready you simply click on “Send Now”. Note that you can skip the subject & message, and click on “Get List” to get a CSV of the selected roster(s).

Remember!
You will be copied on all emails sent
Attached files greater than 25MB will be ignored

Subject

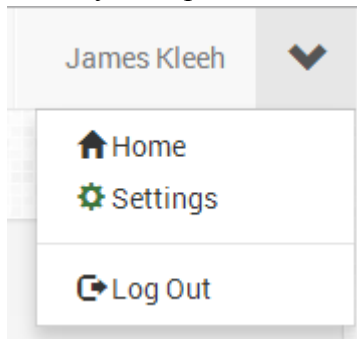
Also Email

Attachments No file chosen No file chosen No file chosen

Message 
Start typing here to write your email...

Include signature?

4) To set your Options, click on the tab next to your name:



Under settings you will be able to set our signature block or proxies. You can add or remove proxies at your leisure. Note that proxies must be YSU employees and not student employees.

Don't forget to click on "Save".



Settings

Proxies

My proxies

I am currently a proxy for

Name

Ken Schindler



Remove Selected

+ Add

Signature



This is my signature

Save