

How do I send an email to my year group(s)?

To send mailings to your year group, the email address we have on record for you is approved (whitelisted) by College. The College's Development Office manage the permissions for year rep mail lists and are contactable on development.office@bnc.ox.ac.uk or 01865 287275 should you have any problems.

It is only your one ‘whitelisted’ email address that has permission to send to the year group list so if you operate multiple email addresses (say at work or home), you may need to be careful as to which address you are sending your email from.

What is my year group email address?

College year group mail lists all have the same address structure:

bncXXXX@maillist.ox.ac.uk where XXXX is the year

So, the 1978 year group email address is bnc1978@maillist.ox.ac.uk

Reps who are responsible for more than one year group, and therefore have the relevant permissions, can send to multiple year groups at once just as you would an email to multiple people by separating addresses with a semi-colon (“;”). So for 1978 & 1979 year groups, fill the “To” field of your email with:

bnc1978@maillist.ox.ac.uk; bnc1979@maillist.ox.ac.uk

Who can see my emails?

All of your year group who College have an email address for and who have not opted out.

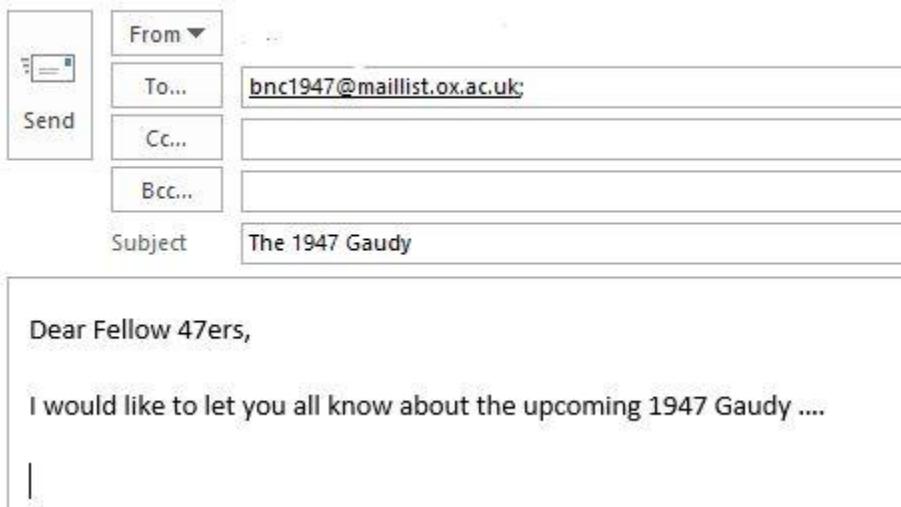
All messages from Reps are automatically copied to the Alumni Relations Officer and to the Year Rep Co-ordinator.

If you want to see a list of names of the recipients on your list then the Alumni Office can supply one to you.

Individuals can still reply direct to their Rep. The individual can give the Rep their address if they choose on invitation, so if Reps want to be more personal they will be able to build their own circles.

How to send an email to your year group list:

1. Create your email as normal. Add any attachments (Max 20MB in size) to your email just as you would any other email.
2. In the 'To' column simply add the appropriate mail list email address(es) (see 'What is my year group email address?' above) to the 'To' address field of your email (see below). Mail list addresses will **NOT** work if entered into the 'Bcc' field – there is no need to use BCC as mail lists do not reveal the email addresses of those on the mail list to recipient.



3. Press send as per any standard email.
4. Within 60 seconds or so, you will receive an email (similar to the one below) back from: 'sympa@mailist.ox.ac.uk'



To distribute the attached message in list bncstaff, click on the URL:

<mailto:sympa@maillist.ox.ac.uk?subject=CONFIRM%20797a76b0386e367adb6e8013ffeb5f8a>

Or send a message to sympa@maillist.ox.ac.uk with the following subject:

CONFIRM 797a76b0386e367adb6e8013ffeb5f8a

If you wish to proceed with sending your email, simply click the link in the middle of email; this should automatically create another email to 'sympa@maillist.ox.ac.uk' with a confirm code in the subject line. Simply press send on this email.

5. After a further 60 seconds, you should receive another email from 'sympa@maillist.ox.ac.uk' informing you the message has been successfully sent to all subscribers of the mail list(s).

How do members of my year group unsubscribe from the year group mail list if they ask me?

All members of the mail lists had an unsubscribe link in their welcome email. If they no longer have that email, they only need send a blank email from their registered email address to:

bncXXXX-unsubscribe@maillist.ox.ac.uk where XXXX is the year group

So, a subscriber to the 1978 year group maillist just sends a blank email to:

bnc1978-unsubscribe@maillist.ox.ac.uk

They will receive an automated response confirming their removal from the mail list.

What should I do if a year group member emails me wanting to get in contact with other year group members or gives me information to pass to College?

BNC can help put any alumnus in touch with any other alumnus, but they have to ask for permission from that alumnus first, so please just pass these queries back to the Alumni and Development office.

Please copy the Alumni and Development Office into any personal updates of names, addresses and so on as they keep a central list which is updated daily.

What are the guidelines on what information can be sent to ear group and how frequently?

The Year Rep's role is to encourage recipients to get together socially at College events or specially convened events the Rep might set up. Your year group gets a full college calendar of events from the Alumni Office so you don't need to duplicate this, but you might feel some events are particularly suitable for your year group and want to arrange a get together at a specific event, or you might decide to keep an eye on Gaudy dates and give good advance warning.

If you are not sure whether a mailing topic is suitable just ask the Alumni Office. For example you might want to discuss notifying the year if very significant events crop up such as memorial services for an eminent year group member.

Rep mailings are usually well received. People sometimes unsubscribe from lists if mailings are too frequent or irrelevant so we'd expect Reps to email only as frequently as they would like to receive emails if the situation was reversed. On average we think Reps mail up to twice a year.

Obviously a Rep should avoid mailing on business or political topics, or inadvertently using language which could be polarising.