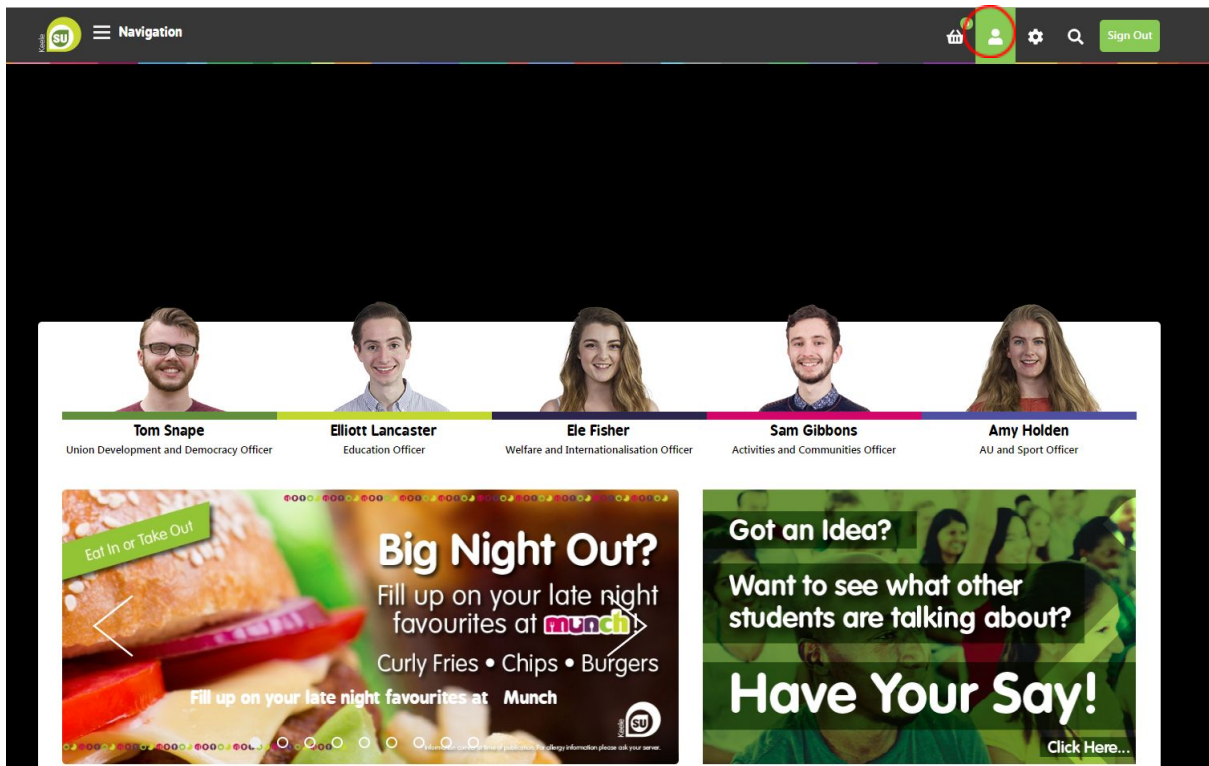


Welcome to the guide to emailing students for Student Voice Reps. This should help you, even if you have no previous experience of trying to email students via the SU website, to contact your students and get feedback from them in an accessible and time-friendly manner.

- Important things to remember:
 - You must only use this email access to contact students on your course for feedback about their academic experience. You **must not** use it to promote events or activity for another role you hold for example a society or club.
 - You must not share this email access or the information with anyone else.
 - If you log into the KeeleSU website on a shared computer, ensure you log out.
 - You are given this email administrative access to aid your role as a Student Voice Representative, but if it is abused at any point, the Student Voice department can remove this access from your account.



Log onto the KeeleSU Website using your student account, and select the 'my profile' button (circled in red) in the top-right corner of the homepage. Then select 'Message Centre' on the left-hand menu as shown below. Click on 'New Email' (in blue) to draft an email to the students on your course.

Account Settings

- Account
- Profile
- Memberships
- Contact Details
- Message Centre**
- Photos
- Purchase History
- Log out
- HEAR Profile

Message Centre

New Email

Inbox
42 messages

Sent Items

Contact Details

Contact Options

Popular Links

- Home
- Submit Feedback
- Book Facilities
- Contact Us
- Terms & Conditions
- Privacy Policy

KeeleSU is a Charitable Incorporated Organisation No.1173328
Powered by MSL

Our Purpose

Whatever your needs, interests, challenges or opportunities, we're right here with you to help you get the very best from your time at Keele so you may achieve your ambitions for the future. We love that you are all different, and we're here to represent, support and involve you all.

Our Vision

We aim to be a students' union of the highest quality in representing and supporting you to get the most from your time at Keele.

Contact Us

Keele University Students' Union
Keele University
Newcastle-Under-Lyme
Staffordshire
ST5 5BJ
United Kingdom

01782 733700
su@keele.ac.uk

You'll then see the page shown below. The 'organisations' are effectively your roles, so you most likely will only see one of these options available. If you are the Student Voice Rep for two different courses, then both should appear here. Simply click on the course you want to email.

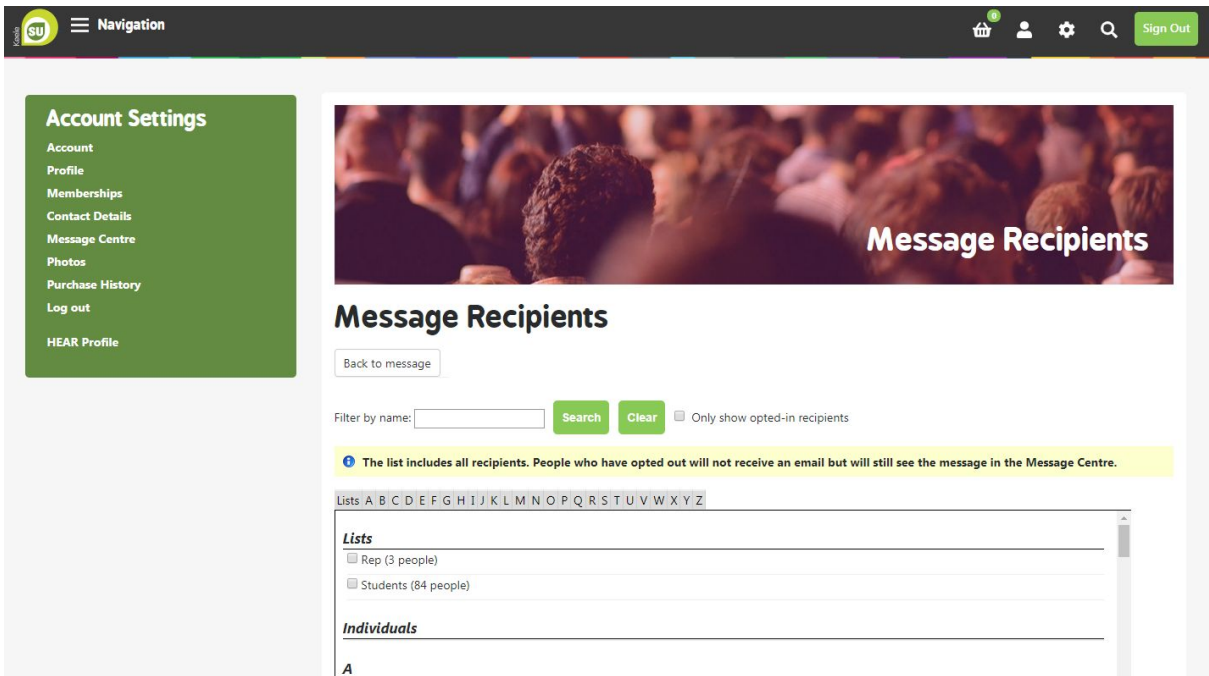
Select Organisation

Select the organisation you want to send a message on behalf of.

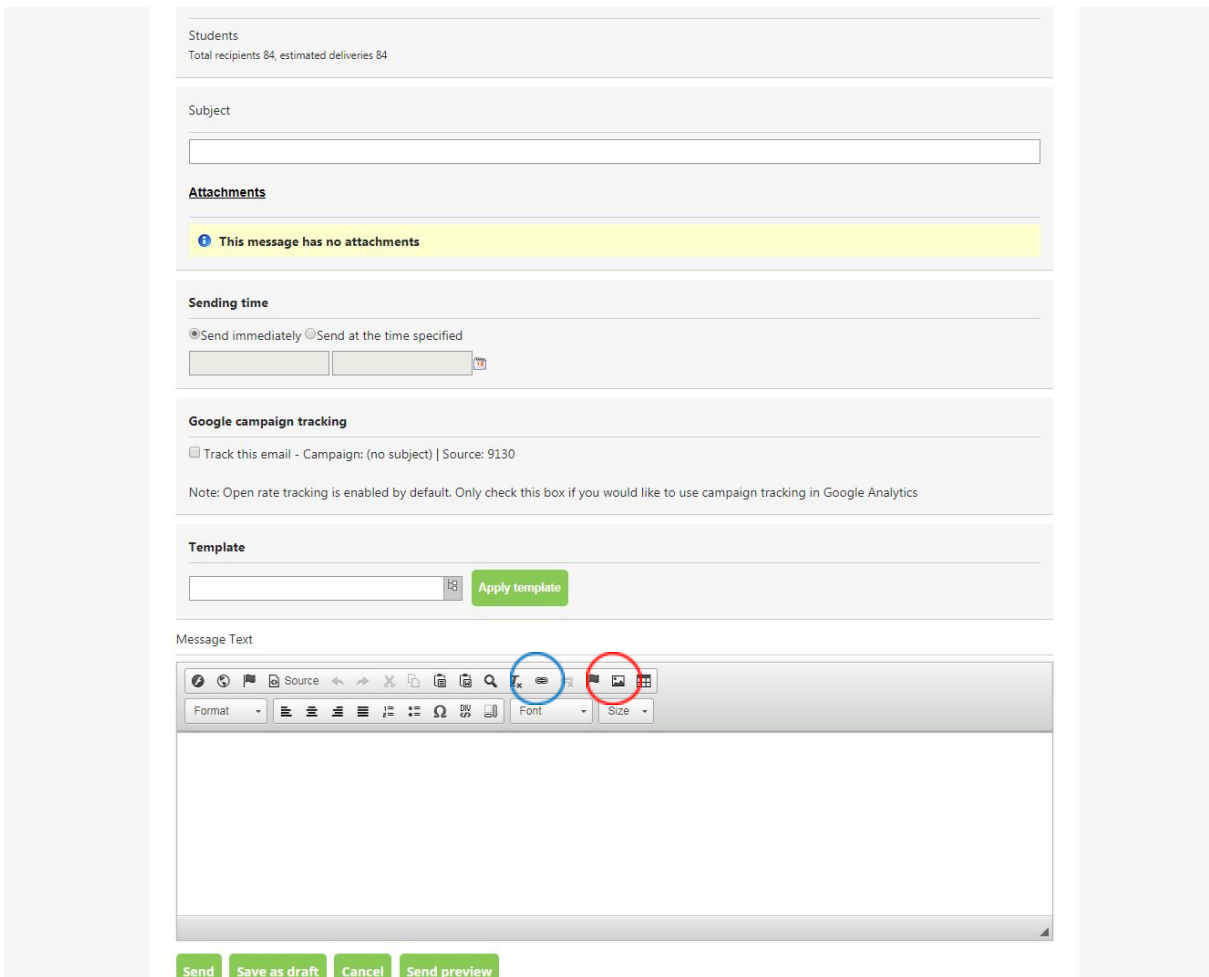
Accounting and Business Management Year 1
Accounting and Financial Management PG
Accounting and Finance Rep Year 1
Accounting and Finance Rep Year 2
Accounting and Finance Rep Year 3
Accounting Rep Year 1
Accounting Rep Year 2
Accounting Rep Year 3
Accounting, Finance and International Business Year 1
Actuarial Science Rep Year 3
Adult Nursing MSc
Adult Nursing Rep Year 1
Adult Nursing Rep Year 2
Adult Nursing Rep Year 3
Advanced Clinical Practice Pharmacy PG
Advanced Computer Science PG
Advanced Professional Practice PG
Advancing Clinical Practice Nursing PG
Advancing Professional Practice PG
American Studies Rep Year 1
American Studies Rep Year 2
American Studies Rep Year 3
Analytical Science for Industry MSc
Analytical Science for Industry PG
Applied Biomedical Science Rep Year 3
Applied Chemistry Rep Year 1
Applied Chemistry Rep Year 2
Applied Chemistry Rep Year 3

The screenshot shows a web interface for sending emails. On the left is a sidebar with 'Account Settings' including Account, Profile, Memberships, Contact Details, Message Centre, Photos, Purchase History, Log out, and HEAR Profile. The top navigation bar includes the SU logo, a menu icon, and icons for home, user profile, settings, search, and a 'Sign Out' button. The main content area has a header image with the text 'Compose Email'. Below this is a blue bar indicating the selected organization: 'Applied Chemistry Rep Year 3'. The main heading is 'Send Email'. The form includes fields for 'From' (Liam Searle <L.searle@keele.ac.uk>), 'Reply to' (Liam Searle <L.searle@keele.ac.uk>), 'To' (with a warning: 'This message has no recipients'), and 'Subject'. There is also an 'Attachments' section.

You should then see the screen above. The role you select will be shown at the top of the page in blue - in this case, for Applied Chemistry Year 3. Click on the 'To' link to select the recipients.



The page above should now appear, with two lists at the top – the SVRs on your course, and the students. Most courses will have only two reps, so the only list you should need to use is 'Students'. This will allow you to email all students that you represent.



After pressing 'Add Recipients', you'll return to the email screen, with the total number of recipients

shown. From here, you can add your subject, set a time for the email to send (by default, this is immediate), and add your message text. If you want to add any images, select the image button on the right-hand side (in red), as well as any links with the link button to the left (in blue). If you need to save the email to finish later, just click 'Save as draft', or press 'Send' to send the email.

Tip – set the sending time an hour or two later, so that if you click send, you're still able to make changes in case you notice a mistake after pressing 'Send'.

If you have any questions, just get in touch at su.voice@keele.ac.uk and we'll help out, or pop in to our office in the Students' Union building.