

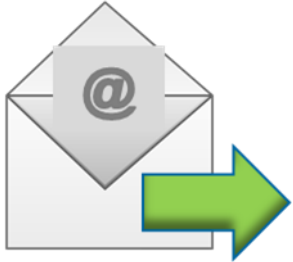


PRESENTS



Create eNotice Express

What is eNotice Express?



- ▶ **eNotice Express** is a new feature that sends an eNotice without staff intervention.

Create an Express eNotice

Note: **Click** anywhere **on form** to have your selections evaluated for **express** eligibility.

• Enter **Subject**

• Select **target audience**

• Specify **criteria** (grades, status)

• Provide **message**

Add eNotice

*Subject: Express eNotice Demo

*To: ? R10329 - Princeton/Central Jersey Secti...
Search OUs:

*Send By: 12/28/2015

From (ieee.org email):? enotice@ieee.org
Sign up for an ieee.org email account

Membership Grades: All IEEE Members
Membership Status: Active
Schedule Reminder: mm/dd/yyyy
Privacy: Private Mailing

From (name): IEEE eNotice
Reply to (email): pcj@ieee.org
Reply to (name): PCJ
Priority: Normal

This eNotice is eligible for express delivery.

* Required Fields

File Edit Insert View Format Table Tools
Formats Verdana 12pt A B I

All Princeton/Central Jersey members:
Introducing a new eNotice option - **express delivery**. Please attend a live demonstration to see how to create an express eNotice.

Cancel **Send Express** Submit Save

Add OUs by searching

Express eligibility message displayed.

Enabled if eligible for express

If **ineligible**, **Send Express** will be *disabled*. View tool tip for details.

This eNotice is not currently eligible for express delivery. To make it eligible:

- **Special Requests** must be empty.
- **Schedule Reminder** must be empty.
- Remove any attachments.


Preview and Confirm eNotice content

Send eNotice Express

By selecting 'Confirm' you acknowledge you have read the IEEE Electronic Mail Policy and have requested this eNotice to be sent express delivery. Click 'Confirm' to send or 'Cancel' to continue editing.

Subject: **Express eNotice Demo**
To: **R10329 (Princeton/Central Jersey Section)**
Grades: **Honorary, Associate Members, Members, Senior Members, Fellows, Life Members, Life Seniors, Life Fellow, Graduate Student Members, Student Members**
Memberships: **Active**
Priority: **Normal** Reminder: **None**
Reply to: **no-reply@ieee.org** Private: **No**
Attachments: **None**

The world's largest professional association
for the advancement of technology

 **IEEE**

All Princeton/Central Jersey members:
Introducing a new eNotice option - **express delivery**. Please attend a live demonstration to
how to create an express eNotice.

Princeton/Central Jersey Section : <http://www.ewh.ieee.org/r1/princeton-centraljersey/>
[Manage your IEEE Communications Preferences](#)

Preview eNotice express
Message content and filters.

Click on "Cancel" to
continue editing the
eNotice.

Click on
"Confirm" to
send **express**.

Once confirmed, recipient list is created and eNotice is scheduled for delivery.



Dashboard up-to-the minute status

For **eNotice Express**, a tool tip will include mailing statistics (recipients loaded, delivery time stamp).

Home **Manage eNotices** Contact

Create eNotice

Viewing?: Draft, Submitted, Sent and Pending

Show All Draft Submitted Sent Pending Ca

Show 10 entries Search:

Subject	Modified	Section	Target OUs	Status	Last Status Update	Owner	Send By	Priority	Type	Action
Express eNotice Demo	01/05/2016 02:50PM	R10329	R10329	Sent	12/24/2015 02:10PM	Francis Oconnell	12/24/2015	Normal	Express	

When status is "Submitted", Express tool tip will show the following:

Queued for recipient loading

2315 recipients loaded (12/24/2015 01:50PM)
Sent (12/24/2015 02:10PM)

eNotices with type of 'Express' will be sent within two (2) hours.

eNotice Express Exceptions

- **Exceptions** – eNotices with the following information will be processed by staff:
 - Special requests
 - Automatic reminders
 - Attachments*

*Attachments can be **posted** to a web page and the URL included in the eNotice message.