ALL STUDENT EMAIL

How to send an All Student Email
(Faculty, Staff, & Student Instructions)

Using your WOU Gmail account, **email students@mail.wou.edu** to send an all student email. All student emails must be a WOU-related (or sponsored) business, event, course, or activity.
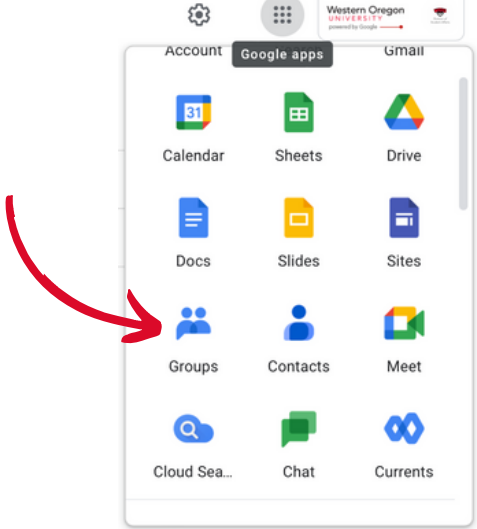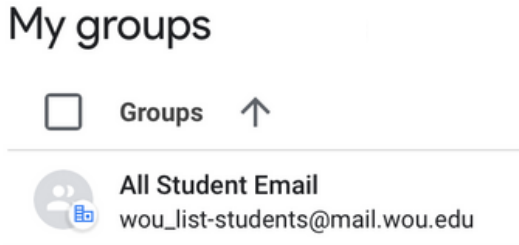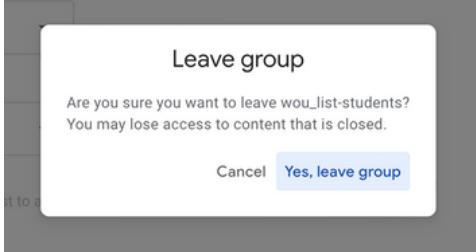
Email Criteria
Email submissions must include: title, date/time, location, WOU sponsoring organization, contact information, Office of Disability Services accommodation statement, and cost (if applicable).

Please email at least five days in advance of the event. Emails submitted less than five days in advance of an event are not guaranteed review. Emails containing a linked survey/questionnaire are not permissible per the All Student Email policy FA-03-002.

All emails are moderated and approved by the Office of the Vice President for Student Affairs (VPSA). Emails missing criteria may be disapproved; VPSA will contact sender for corrections.

How to unsubscribe from the All Student Email Google Group
(Student Instructions)

1. **Login to your WOU Portal and select the email icon.**	
2. **Once your Gmail is open, select the 'Google Apps' icon.** **3.** **Select the 'Groups' icon.**	
4. **Find the 'All Students Email' Google Group.**	
5. **Click the 'Leave Group' icon on the far right side of the selected group.**	
6. **A 'Leave group' notice will appear. Select 'Yes, leave group' or 'cancel'.**	

If you have any questions, contact Student Affairs at studentaffairs@wou.edu or 503-838-8221.