CREATE eNotice Express
What is eNotice Express?

- **eNotice Express** sends an eNotice without staff intervention.
Select "Manage eNotices" to access volunteer only features - eNotice dashboard and Create eNotices.

Access information – a list of officer roles who are authorized to send eNotices.

You must be signed in to create and send eNotices.
Click “Create eNotice” to open blank eNotice form.

Click “Manage” to access and view details about the eNotice.

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

NOTE: eNotices with type of ‘Express’ will be sent within two (2) hours.
Click on a **section name** to expand and enter information for the eNotice.

To open a section on the form, click on the **section name**.

Only **one** section can be expanded at a time.

To go to the next section, click on another **section name** or Next.
Basic Info – Subject, Send By

- Subject: SA Monthly Meeting
- Send By: 09 Jan 2019

Form options are displayed at the bottom of each section.

- "Save" to save eNotice content as draft
- "Submit" – Requires staff processing
- "Send Express" – same day delivery; does not require staff processing
Recipients

Place cursor in text box to show organizational unit(s). Or type name or code (e.g. R70023)

Select Membership Grade

Select membership status

Click to clear list.

Click on name to select Target OU.

Select the organizational unit(s) that you want to send this eNotice to. For the organizational units targeted, the eNotice will only be sent to the members with the Membership Status(es) and Membership Grade(s) that are selected.
### FROM and REPLY TO

#### Default "FROM" and "Reply to"

<table>
<thead>
<tr>
<th>FROM (email)</th>
<th>From (name)</th>
<th>Reply to (email)</th>
<th>Reply to (name)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:enotice@ieee.org">enotice@ieee.org</a></td>
<td>IEEE eNotice</td>
<td><a href="mailto:no-reply@ieee.org">no-reply@ieee.org</a></td>
<td></td>
</tr>
</tbody>
</table>

Sign up for an ieee.org email account

- Cancel
- Save
- Submit
- Send Express
- Next

#### Customized "From" and "Reply to"

<table>
<thead>
<tr>
<th>FROM (email)</th>
<th>From (name)</th>
<th>Reply to (email)</th>
<th>Reply to (name)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:SouthernAlberta@ieee.org">SouthernAlberta@ieee.org</a></td>
<td>IEEE eNotice</td>
<td><a href="mailto:lthomas@ieee.org">lthomas@ieee.org</a></td>
<td>Southern Alberta Section</td>
</tr>
</tbody>
</table>

Sign up for an ieee.org email account

- Cancel
- Save
- Submit
- Send Express
- Next
Compose your eNotice message here.

Add attachments (pdf, xls, xlsx, doc, docx, ppt, pptx, jpg, jpeg, gif, png, txt)

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

If you provide notes in "Special Requests", your eNotice will require staff processing.

Enabled if eligible for express

This eNotice is not currently eligible for express. In order to make this eNotice eligible for express:
- Schedule Reminder must be empty
- Special Requests must be empty
Preview and confirm eNotice content

Confirm Express 'SA Monthly Meeting'

Please review your eNotice.

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: SA Monthly Meeting
To: OUs: R70023 (Southern Alberta Section)
Membership Grades: Honorary, Associate Members, Members, Senior Members, Fellows, Life Members, Life Seniors, Life Fellow, Graduate
Student Members, Student Members
Membership Status: Active

From: "IEEE eNotice" <enotice@ieee.org>
Reply To: "A Volunteer" <SA@domain.com>
Private: No

The world's largest technical professional organization dedicated to advancing technology for the benefit of humanity

Everyone is welcome to attend the monthly Southern Alberta Section meeting.

Please see the flyer for more details.

Southern Alberta Section

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

Click "Confirm" to send express the same day.

Click "Cancel" to continue editing.
Dashboard up-to-the minute status

**NOTE:** eNotices with type of ‘Express’ will be sent within two (2) hours.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Recipients</th>
<th>Status</th>
<th>Updated</th>
<th>Send By</th>
<th>Reminder By</th>
<th>Priority</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder: Modeling and Control of Proton Exchange Membrane Fuel Cells</td>
<td>Custom</td>
<td>Draft</td>
<td>09 Jan 2019 03:38 PM</td>
<td>10 Jan 2019</td>
<td></td>
<td>Normal</td>
<td>Manage</td>
</tr>
<tr>
<td>Phaser technology</td>
<td>WE10329</td>
<td>Submitted</td>
<td>09 Jan 2019 03:23 PM</td>
<td>09 Jan 2019</td>
<td></td>
<td>Normal</td>
<td>Manage</td>
</tr>
<tr>
<td>IEEE PCIS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER</td>
<td>R10329, CH01201</td>
<td>Submitted</td>
<td>09 Jan 2019 07:50 AM</td>
<td>10 Jan 2019</td>
<td></td>
<td>Normal</td>
<td>Manage</td>
</tr>
<tr>
<td>IEEE PCIS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER</td>
<td>R10329</td>
<td>Sent</td>
<td>02 Jan 2019 09:00 AM</td>
<td>02 Jan 2019</td>
<td></td>
<td>Normal</td>
<td>Express</td>
</tr>
<tr>
<td>Reminder: IEEE PCIS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER</td>
<td>R10329</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eNotice id 42839</td>
<td>None</td>
<td>Draft</td>
<td>21 Dec 2018 10:06 AM</td>
<td>24 Dec 2018</td>
<td></td>
<td>Normal</td>
<td>Manage</td>
</tr>
<tr>
<td>Cultivating Smart and Connected Communities: Design of Resilient</td>
<td>R10327, R10329, R10345</td>
<td>Sent</td>
<td>14 Dec 2018 12:00 PM</td>
<td>14 Dec 2018</td>
<td></td>
<td>Normal</td>
<td>Express</td>
</tr>
</tbody>
</table>

1922 recipients loaded (02 Jan 2019 08:01 AM America/New_York) Sent (02 Jan 2019 09:00 AM America/New_York)
eNotice Express Exceptions

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