

Procedure for Email Survey Invitations

1. Check with project manager to **determine the origin of the list**. If necessary add a removal statement to end of email text to avoid spamming.
2. **Set up a Eudora “personality” for the person sending the email**. For example if I’m sending the email but it is from Naana I set up a personality that has Naana’s name but my email address.
3. **Check your email list for bad addresses**.
4. **Create a “nickname” in your Eudora address book** by selecting “New”. Enter all the addresses into the box on the “address” tab. (Note: the Penn State server will only allow for 200 emails to be sent at once. For large email lists, you will need to send multiple "batches" of email invitations repeating this invitation process each time.) Enter the name of the list on the “info” tab. Using this procedure when you send the email it will say “To: list name” and hide all the individual email addresses.
5. **Add your email and the email of the project manager at the bottom of the address list**. To verify the message was sent.
6. **Send “new message”**
 - a. Make sure appropriate personality is selected.
 - b. Copy/paste text of email
 - c. Subject: “Your assistance requested” or other as specified by project manager.
 - d. To: “nickname”
7. If Eudora gives you any **errors**, remove or fix the email addresses it identifies.
8. **Make sure you receive a copy**.