



# PRESENTS



**Create an eNotice**

# eNotice form

## IEEE vTools **ENOTICE**

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### New eNotice

Please fill out the information below to create a new eNotice.

**BASIC INFO**

\* Denotes a required field

**RECIPIENTS**

**FROM**

**CONTENTS**

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, Reminder

**BASIC INFO** \* Denotes a required field

**Subject \*** ?  
SA Monthly Meeting

**Send By \***  
09 Jan 2019

**Schedule Reminder**

**Priority**  
Normal

**Status**  
Draft

**Privacy** ?  
 Exclude from public feeds

Buttons: Cancel, Save, **Submit**, **Send Express**, Next, Up Arrow

**RECIPIENTS**

**FROM**

**CONTENT**

**Save**  
eNotice content as draft

**Send Express** – same day delivery; does not require staff processing

**Submit** – Requires staff processing

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

Send Express

This eNotice is not currently eligible for express. In order to make this eNotice eligible for express:

- Special Requests must be empty

# Recipients

The Target OUs available for selection is based on the authorized user's Technical and Geographical organizational units (OUs) established upon sign in to eNotice with their IEEE account.

Once signed in, you are authorized to send an eNotice **only** to those OUs where you hold an officer role

**RECIPIENTS**

**Organizational Units** \* ?

- SBC29741B - Kongu Engineering College - ERODE,RA24
- STB29741 - Kongu Engineering College - ERODE
- SBA29741 - Kongu Engineering College, WIE
- WE00133 - Madras Section Affinity Group,WIE

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.

Want to send to the **section**?  
Add a request for eNotice Admins

Any comments or special requests for eNotice admins - **note that, by including Special Requests, an eNotice will no longer be eligible for sending Express**

**Add Special Request for eNotice Admins** ?

I would like to send this to the Madras Section also. I have forwarded you email approval from the Section ExCom authorizing my eNotice be sent to the Madras Section.

# Recipients

## RECIPIENTS

### Organizational Units \* ?

Select an OU to send to:

	—
R7 - Canada - Region 7	
R70023 - Southern Alberta Section	↓ Child OUs
CH07033 - Southern Alberta Section Chapter, C16	
CH07034 - Southern Alberta Section Jt. Chapter, PE31/IA34	
CH07073 - Southern Alberta Section Chapter, EMB18	
CH07082 - Southern Alberta Section Chapter, AP/MTT/COM	
CH07108 - Southern Alberta Section Chapter, C17	
CH07162 - Southern Alberta Section Chapter, IM09	
GD70123 - Southern Alberta Section Chapter, G123	
STB06241 - University of Calgary	↓ Child OUs
STB36232 - Devry Inst of Technology-Calgary	
WE70023 - Southern Alberta Section Affinity Group, WIE	

This section officers is authorized to send to all of the OUs within the **section**,

Click on **name** to select Target OU.

### Membership Status \* ?

- Active
- Arrears

Select **membership status**

### Membership Grades \* ?

- Honorary
- Associate Members
- Members
- Senior Members
- Fellows
- Life Members
- Life Seniors
- Life Fellow
- Graduate Student Members
- Student Members

- Include Society Affiliates

All IEEE members

Life members only

Higher grades only

Select **Membership Grade**

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"**

**FROM**

<b>From (@ieee.org email) * ?</b> <input type="text" value="enotice@ieee.org"/> <small>Sign up for an ieee.org email account</small>	<b>From (name)</b> <input type="text" value="IEEE eNotice"/>	<b>Reply to (email) *</b> <input type="text" value="no-reply@ieee.org"/>	<b>Reply to (name)</b> <input type="text"/>
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Customized **"From "** and **"Reply to"**

**FROM**

<b>From (@ieee.org email) * ?</b> <input type="text" value="SouthernAlberta@ieee.or"/> <small>Sign up for an ieee.org email account</small>	<b>From (name)</b> <input type="text" value="IEEE eNotice"/>	<b>Reply to (email) *</b> <input type="text" value="lthomas@ieee.org"/>	<b>Reply to (name)</b> <input type="text" value="Southern Alberta Section"/>
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# CONTENTS – Message, Attachments

**CONTENTS**

Body \* ?

File Edit Insert View Format Table Tools

Formats Font Family A A B I

Please insert your eNotice content here.

Attachments ?

PLEASE NOTE that files that are uploaded and associated to an eNotice will be available for download by anyone that has a link to the file. Even if an eNotice is Private, the link to an attachment could be shared with people who did not receive the eNotice.

You have 0 attachments for this eNotice, using 0.00 B. You may upload a maximum of 10 MiB per eNotice.

Select one or more files to upload ? Clear

Choose Files No file chosen

Cancel Save Submit Send Express

Add Special Request for eNotice Admins ?

Please include section members

Compose your eNotice message here.

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

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

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

Enabled if **eligible** for **express**

This eNotice is not currently eligible for express. In order to make this eNotice eligible for express:

- **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.

Attachments:

MonthlyFlyer

Southern Alberta Section : <http://southern-alberta.ieee.ca>

Confirm and send Express

Click "Cancel" to continue editing.

Cancel

Confirm

Click "Confirm" to send express the same day.