



PRESENTS



Add Recipients to eNotice

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.

Add Recipients to eNotice

RECIPIENTS

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

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, C16
- CH07108 - Southern Alberta Section Chapter, C16
- CH07162 - Southern Alberta Section Jt. Chapter, CS23/IM09
- GD70123 - Southern Alberta Section Aff Grp, YP
- STB06241 - University of Calgary [Child OUs](#)
- STB36232 - Devry Inst of Technology-Calgary
- WE70023 - Southern Alberta Section Affinity Group, WIE

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

Click on **Membership Grades**

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.

Membership Status * ?

- Active
- Arrears

Click on **Membership Status**

Thank you!



End of the tutorial

Thank you for viewing the tutorial. Please remember to visit the vTools site (<http://vtools.ieee.org>) to learn more about our projects.

Thank you!