



PRESENTS



Send Test eNotice message

eNotice List – Manage

Create eNotice

Search

Select All/None

- Draft Submitted Pending Sent
 Canceled

Per Page

10

Submit

Select "Manage" to access volunteer options:

- **Send Test eNotice**

Displaying 1 eNotice

| Subject | Recipients | Status | Updated v | Send By | Reminder By | Priority | Type |
|-------------------|------------|--------|----------------------|-------------|-------------|----------|---------------|
| Send Test eNotice | R70023 | Draft | 07 Jan 2019 06:18 PM | 09 Jan 2019 | | Normal | Manage |

Displaying 1 eNotice

Note: eNotice message will be sent to email address of signed in user.

Manage eNotice – Send Test eNotice

- Manage eNotices
- Manage**
- Preview
- Edit
- Duplicate
- Delete
- Contact Staff
- Send Test eNotice**
- Copy to Source

Send Test eNotice

Draft

From: "IEEE eNotice" <enotice@ieee.org>
Reply To: [Redacted]
Private: No

Priority: Normal
Send By: 09 Jan 2019
Reminder By: n/a
Attachments:

AttachmentSendENoticeTestExample

Recipients

OU Recipients

➤ R70023 - Southern Alberta Section

Grades

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

Memberships

- Active

Note: eNotice message will be sent to email address of signed in user.

Received Test eNotice example



enotice-admins@ieee.org

to ▾

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



Send an eNotice as a test example with an attachment.

Attachments are available to download.

Attachments:

[AttachmentSendENoticeTestExample](#)



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

Manage your IEEE Communication Preferences at the [IEEE Privacy Portal](#)

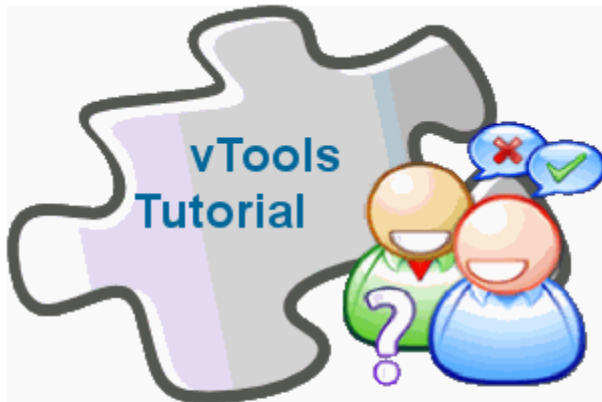
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eNotices with Personalization

Note: A Test eNotice will only show personalized tags with “INSERT...”.

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!