DASNR Email List Management System (ELMS) is an application designed to allow all DASNR employees the ability to edit their email list membership. This brief instructional guide provides basic information about DASNR ELMS.

DASNR email lists are provided for communicating to large groups without the need for individuals to maintain memberships for these lists. Example lists include all_dasnr (all full-time DASNR employees), all_field_staff (all full-time DASNR employees with office locations off the OSU Stillwater campus), and all_state_staff (all full-time DASNR employees with office locations on the OSU Stillwater campus). Additional list information and information about sending to email lists is available at http://intranet.okstate.edu/email2grp.

Weekly, new employees are automatically added to DASNR ELMS and, at the same time, separated employees are removed. By default, new employees with OSU email addresses will receive email sent to all_dasnr and all_field_staff or all_state_staff depending upon their office location.

To subscribe (or unsubscribe) to other lists, employees should go to http://apps.dasnr.okstate.edu/elms, login with their CWID (Banner ID minus the ‘A’), then click the “Update List Subscriptions” button:

Scroll through the page to find the list, click the ‘Yes’ selection to subscribe (or ‘No’ to unsubscribe): ☑Yes

Continue marking those lists to which you want to subscribe/unsubscribe. When finished, click the ‘Update’ button:

Update

Changes to email list subscriptions take approximately 30 minutes to complete. Note that there are a few protected lists that can only be updated by Department Head administration and Extension District administration, specifically the following groups: DASNR Administration, OCES Administration, Department Heads, and County Directors. This administrative group can also make email list changes on behalf of others in DASNR ELMS.

When you have finished with your updates, click the ‘Logout’ button!

Please contact Dwayne Hunter (dwayne.hunter@okstate.edu) if you have questions or problems using DASNR ELMS or with your email subscriptions.