

DASNR Group E-mail Addresses

To send an email message to any of the predefined groups in the table shown below:

1. create a new email message the way you normally do (using Netscape Messenger, Outlook Express, NotesMail, or any other email client)
 2. type any of the predefined group email addresses, from the right hand column of the table, into the address line (To:) of your email message
 3. type and send the message as you normally do as with any other email message you send; a single message may be sent to multiple email groups (separate email addresses with a comma), and one or more files can be attached.
- to send a message to **All DASNR staff** (faculty, administrators, staff & clerical, on and off campus); address a message to all_dasnr@okstate.edu
 - to send a message to each County Extension Office; address a message to exted_ced_ued@intranet.okstate.edu (the message will be sent to the CED in each county office)
 - to view a list of DASNR staff included in an email address group, access http://intranet.okstate.edu/personnel/directory_group.htm and select the group name.
 - message size limit = 100K; the sender will receive an error notice if a sent message is too large.
 - the sender's return email address must be an OSU Email Address, in the format name@okstate.edu, to be able to send to these group email addresses
 - If you receive Delivery Failure reports in response to sending a message to any of these group email addresses, forward the Delivery Failure message to Lee Freeman, lee.freeman@okstate.edu.

Group Name	Email Address
All DASNR Employees faculty, administrators, staff, & clerical on & off campus	all_dasnr@intranet.okstate.edu
All State Staff faculty, administrators, staff, & clerical <u>ON</u> campus	all_state_staff@intranet.okstate.edu
All Field Staff faculty, administrators, staff, & clerical <u>OFF</u> campus	all_field_staff@intranet.okstate.edu
All Extension Faculty and Staff faculty, admin, staff, & clerical on & off campus <u>WITH funding from EXTENSION</u>	all_extension_staff@intranet.okstate.edu
Extension Educator - CED County Director (or Interim) of each county	exted_ced_ued@intranet.okstate.edu
Ext Educator - FCS, EFNEP, and Special Projects includes Ext Educ with CED responsibility	exted_fcs@intranet.okstate.edu
Extension Educator - 4-H includes Ext Educ Ag & FCS with 4H responsibility & Ext Educ 4H with CED responsibility	exted_4h@intranet.okstate.edu
Extension Educator - AG includes Ext Educ with CED responsibility	exted_ag@intranet.okstate.edu
Department/Unit Heads includes Head/Interim of academic/service units & centers	dept_heads@intranet.okstate.edu
All DASNR Faculty DASNR Tenure & Non-Tenure Track Faculty, on campus, regardless of funding	all_dasnr_faculty@intranet.okstate.edu
Extension Faculty-Tenure and Non-Tenure Track DASNR Tenure & Non-Tenure Track Faculty, on campus, with EXTENSION funding	ext_faculty@intranet.okstate.edu
Research Faculty-Tenure and Non-Tenure Track DASNR Tenure & Non-Tenure Track Faculty, on campus, with RESEARCH funding	rsch_faculty@intranet.okstate.edu
CASNR Faculty-Tenure and Non-Tenure Track DASNR Tenure & Non-Tenure Track Faculty, on campus, with TEACHING funding	casnr_faculty@intranet.okstate.edu

~ to view/print a list of DASNR employees included in a group click on the group name at ~
http://intranet.okstate.edu/personnel/directory_group.htm

For additional DASNR Group E-mail address information visit
http://intranet.okstate.edu/personnel/personnel_directory.htm