



## A Guide to NJMS Student Organization (Group) Emails

A general help guide for all Rutgers Connect accounts can be found at <https://oit.rutgers.edu/connect>. If you have any issues or questions, please feel free to reach out to the Student Council Webmaster.

**Note:** While Google's suite of products can be used, it is recommended that student organizations use Rutgers Connect to better organize files and ensure important information isn't lost in yearly transitions. **At minimum, all communication should be conducted through Rutgers Connect accounts - Gmail addresses should not be used for sending and receiving email.** Files can easily be moved from Google Drive to OneDrive by downloading them to a personal computer and then re-uploading them to OneDrive. Since most files download in a compatible format (.docx, .xlsx, .pptx), minimal if any conversion is necessary.

### 1. Changing Account Name

To change how a Group account appears in the NJMS directory, click on the Group from the left-side menu and then click on the "Settings" wheel on the right, next to the number of members. Select "Edit Group" to change the Group Name.

### 2. Adding/Removing Members

The president (unless otherwise indicated) is the owner of a student organization account. They will be able to add/remove members and grant "owner" access each year as leadership changes. To add a new member, the owner must select the "Group" from the left-side menu and then click the "# members" button in the top right corner next to the icons for each member. From there, the owner will be able to add additional executive board members and later remove members as necessary. Note that all members can see all emails and files.

### 3. Receiving Emails

Emails sent to this Group account by default go to the Group inbox only. The amount of unread emails appears right next to the Group name. To receive notifications about Group emails and have them sent to personal inboxes, click the "Not Following" button next to "Private Group" in the upper-right and click "Follow in Inbox". **It is recommended that at least one person "Follow" the Group inbox so that emails are addressed in a timely manner.** Note that deleting an email sent to the Group account in a personal inbox does not delete it from other members' inboxes or the

Group inbox. This ensures that emails aren't lost, but can still be cleared from personal inboxes.

#### **4. Sending Emails**

To send an email from this address (as opposed to personal addresses), first click "New" from a personal inbox and then click the ellipsis (the 3 dots) next to "Discard" at the top. From there click, "Show From" and then the "From" button that is located next to the "From" field. The last step is to click "Other email address" in the menu that appears, allowing for the group organization's email to be entered in the "From" field. Note that clicking "New" in the Group inbox will start a message that is sent only to people who have access to the account - good for internal communication.

#### **5. Storing Files**

The Microsoft equivalent of Google Drive is OneDrive. The easiest way to access an organization's OneDrive is to select the Group from the left-side menu, and then click the "Files" button, which is located above the inbox. You can also access specific file types by clicking the menu icon (array of 9 boxes) in the top-left corner and selecting the application you're looking for (Word, Excel, Powerpoint, OneNote etc.). Be sure to click "All Apps" under that menu to see all of the software you can use, including Forms. To see all of your personal and organization files in one place, you can select OneDrive from the menu icon in the top left. Note that an organization's OneDrive account will only appear in this location after at least one file has been created or added.

#### **6. Using Microsoft Forms**

To access Microsoft Forms, click the menu icon in the top-left corner and then "All Apps" so that the icon for Microsoft Forms appears. After clicking on the icon, a Form can be created, much like in Google Forms. Forms are automatically saved to personal accounts, but can be moved to the Group Forms section (for everyone else to collaborate on) by clicking on the ellipsis that appears on the form's file icon and selecting "Move to". While the Form itself can only be accessed by going through the Forms app, the Excel sheet that tabulates the results will automatically save to the Group's OneDrive once the Form has been designated as a Group Form.