

# Club Email Access

## How to access the account:

1. login to your personal mmm.edu through webmail
2. click on your name in the upper right corner
3. enter the club email account into the dialogue box and click open

The email inbox should then change to that of the organization. If it does not, then that means we have a glitch in the system and you should contact me.

## Club email policies:

- You may send a mass email to all students by entering 'Students' into the bcc address box of the email
- Clubs should only be sending 1 mass email to students per week.
- Mass emails must include all the required elements of club flyers/posters
  - Organization's name
  - Event title
  - Day/time/location of activity
  - A "for more info, contact..." with contact person's name & email address (even if it is just the clubs email)
  - One of the four official logos of the college (see [MMC Logos & Branding](#) )

Also, get creative with the design. Imagine an email that would make you want to read it. Keep the text minimal, use colorful backgrounds, relevant and inviting pictures and use engaging language.