**Society Mailbox Guidance**

This guide will provide clarity on what the Society Mailbox is, how to access and it some tips of best practice.

**What is a Society Mailbox?**

As a perk of affiliation with Dundee University Students Association (DUSA), every Society will receive an “@dundee.ac.uk” mailbox. This will allow Students to be able to find your email within the Outlook Directory with ease by simply typing the start of the email out. It will also prevent your emails from going directly to spam folders of your mailing recipients and when trying to contact the Vice-President of Student Activities (VPSA).

Unlike a normal Outlook email account, the Society Mailbox is what is called a Shared Mailbox, this means that you do not need a password to get into it and that any number of approved “@dundee.ac.uk” accounts can have full access at any one time. This helps to avoid people forgetting passwords or failing to hand them over to the next Committee.

**How to Access the Mailbox:**

Now, whether you are a brand-new Society or a pre-existing one and you’re being handed the reins for the first time, the Society Mailbox is often a confusing thing to access. However if you follow these easy steps you’ll be able to get access in no time!

1. Ensure the VPSA has the full list of your Society Committee, their names, matriculation numbers and “@dundee.ac.uk” email address.
2. Email Help4U@dundee.ac.uk asking for permission to access your Society Mailbox by stating your name, position within the Committee and your “@dundee.ac.uk” email address.
* At this point, include any other people within the Committee that will also need access to the Society Mailbox.
* If you’re a new Society, this step will already have been done for you by the VPSA.
1. (Ideally) Download the Outlook App to your desired device and login to your “@dundee.ac.uk” account.
2. Click add a Shared Mailbox then simply enter the full Society email address.

However, Step 4 may become difficult based on your device or operating system as the app layout is sometimes different for each one. I have attempted to include a rough guide on how to do this on each major device.

Mac:

Click “File” -> “Open” -> “Shared Mailbox”.

iPhone/Android:

Tap the Account icon in the top left of the screen -> Tap the envelope icon with the blue “+” on it -> Tap “Add Shared Mailbox”.

Windows:

Click “File” -> Click “Account Settings” - > Click “Account Settings” again -> Double click your email -> Click “More Settings” in the bottom left -> Click “Advanced” -> Click “Add”.

Alternative – Use Outlook Browser:

Open Browser -> Search “Outlook Email” -> Login to “@dundee.ac.uk” account -> click account icon in the top right of the window -> Click “Open Another Mailbox”.

**Top Tips and Tricks:**

1. Set up a mailing list for all of your Members – this will allow you to contact all Members without having to BCC them in.
2. Remember, when sending emails that contain personal data such as email address’ (most common in blanket emails), you must never CC, always BCC. If you don’t, you are likely committing a breach of General Data Protection Regulations, a breach which MUST be reported to the VPSA immediately.
3. Set up a signature with key details/info about your Society that automatically applies to the bottom of every email you send.
4. Set up an automatic reply, this will help you to ensure any emails received are automatically acknowledged. You can provide key info in the automatic reply such as how long it usually takes to reply or who to contact regarding say, ball payments etc.
5. Communicate – when more than one person has access to the Society Mailbox, communicate amongst each other as to who will reply to certain emails. This helps to prevent repetition and an unprofessional image.