

Messaging Members of Your Organization Roster in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Net-ID and password.

2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Kennesaw State University

Search Events, Organizations, and News Articles

Memberships

Department of Student Activities

Click here

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.

OWL LIFE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Department of Student Activities

Member Since November 2019

The Department of Student Activities brings you services, resources, activities and events from the nonacademic side of college life. We like to think of ourselves as a classroom - without walls. Below you will find brief information and links to the many things we provide - we hope your KSU experience will be richer because of us!

Kennesaw State University supports and encourages participation in co-curricular activities as an integral part of your total education. The decision is yours - to just get a degree or a holistic education. Any active student involved in student organizations or planning large-scale events can attest to the learning acquired and the satisfaction experienced through involvement. By combining the skills you develop through co-curricular involvement and the knowledge gained in the classroom, you will be much better prepared in enjoying college, getting that job, and developing your total potential.

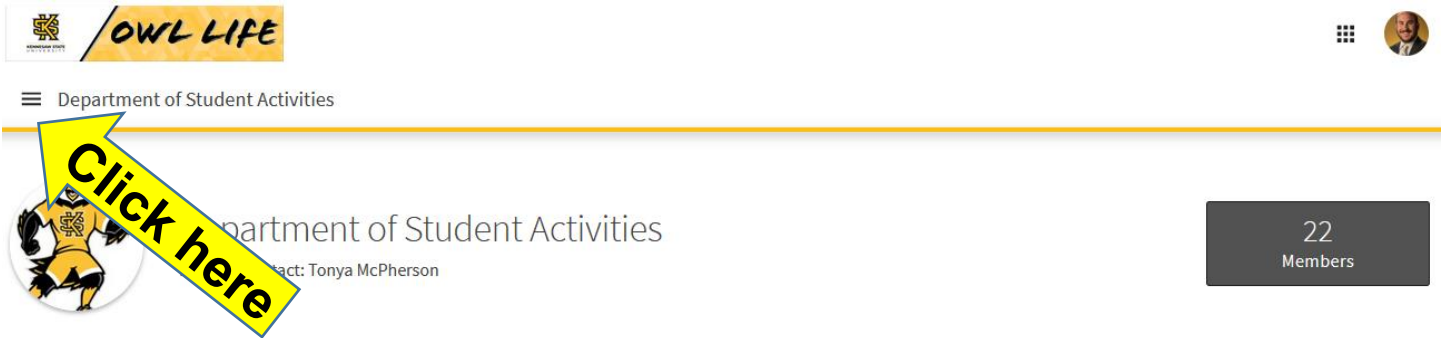
MANAGE ORGANIZATION

CONTACT

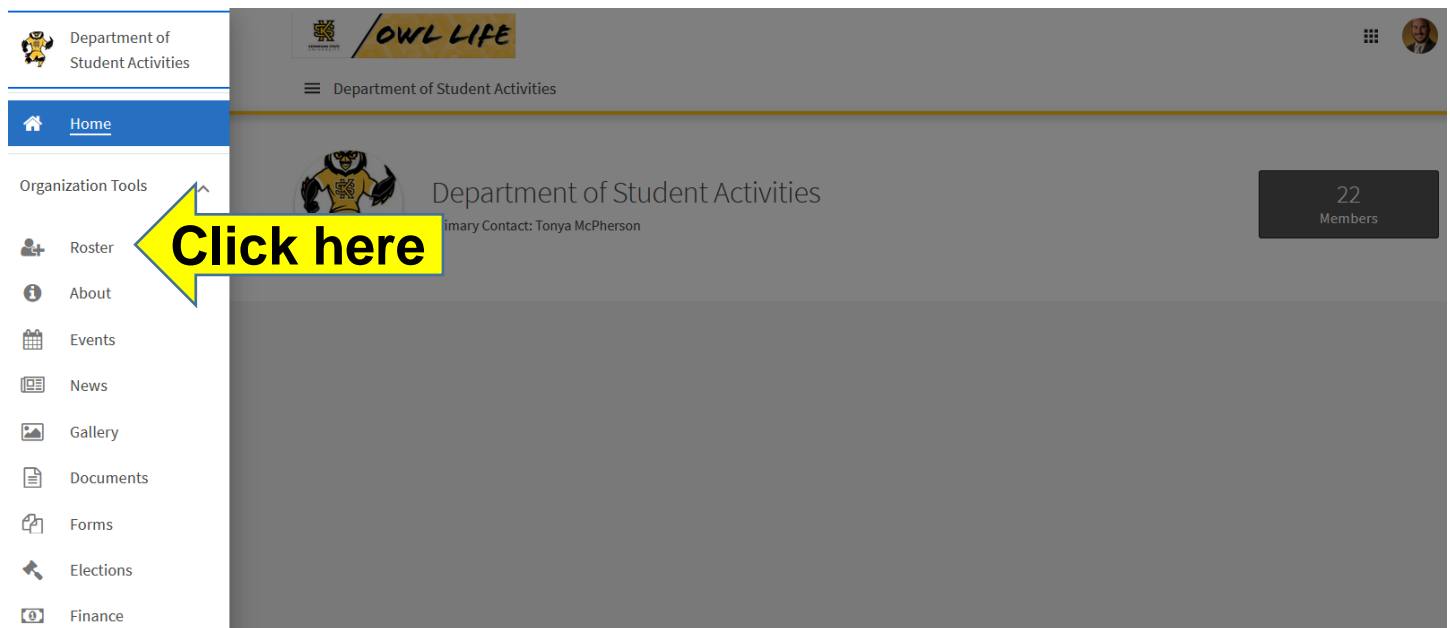
VIEW GALLERY

Click here

4. Another tab will open. Click on the three horizontal bars in the top left corner.



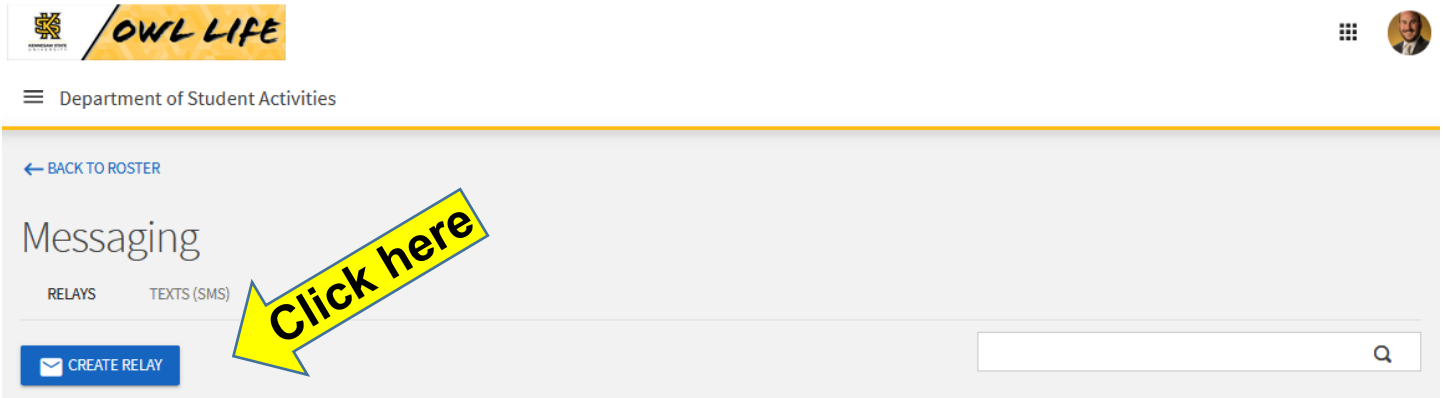
5. From the drop-down menu, select "Roster."



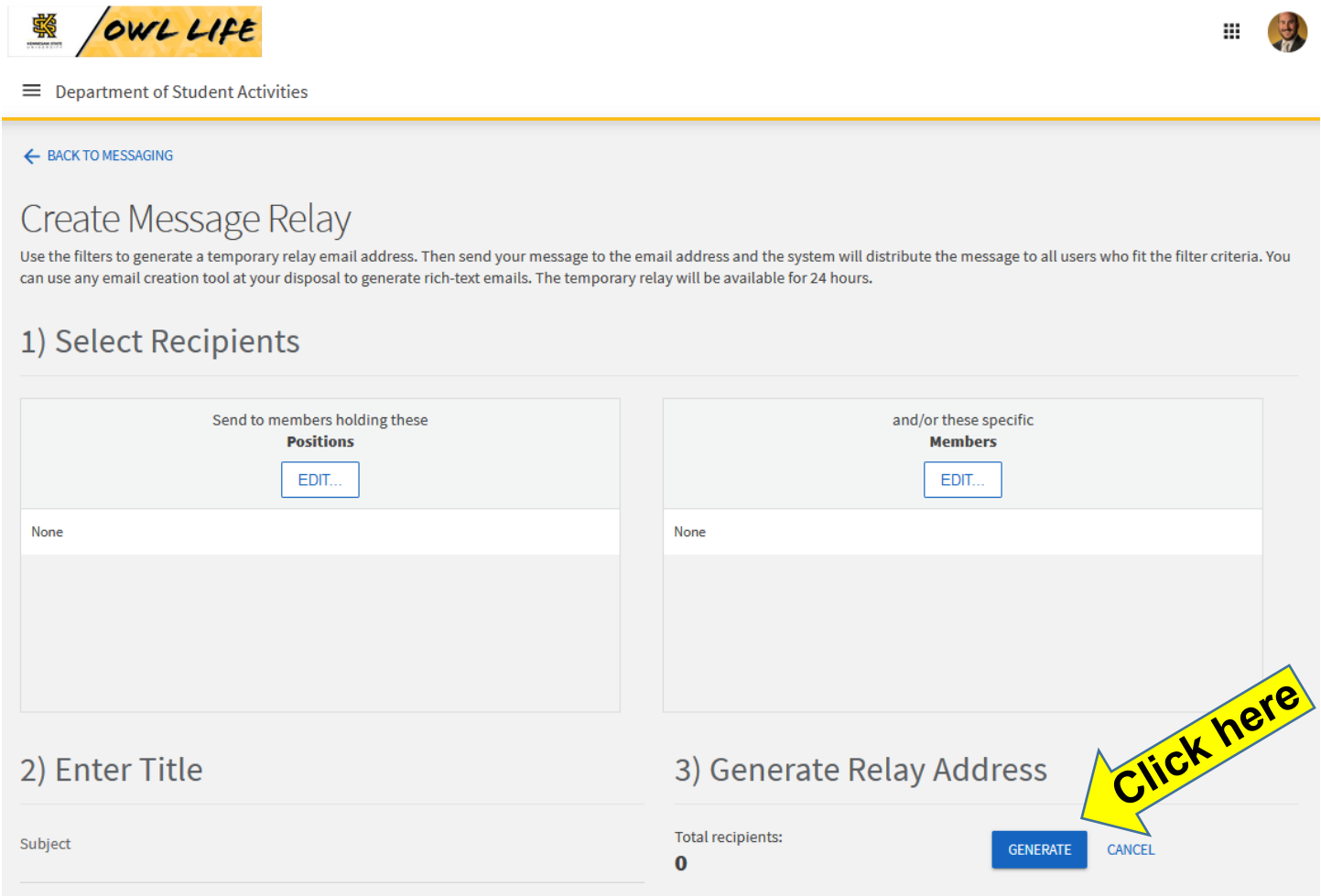
6. To create new positions or manage the settings of current positions, click on the "Messaging" button in the top right.



7. Click the blue “Create Relay” button.



8. Follow the instructions to select recipients and enter the title. Then click the blue “Generate” button at the bottom of the page.



9. Copy the blue relay address.

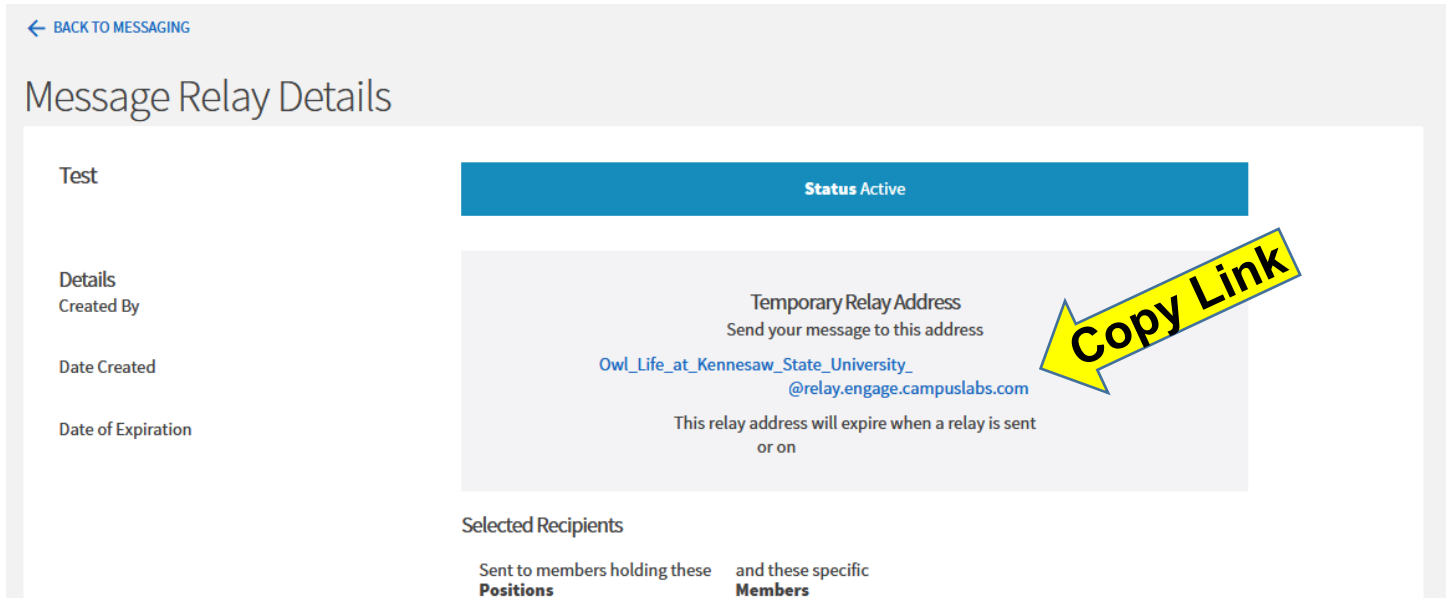
← BACK TO MESSAGING

Message Relay Details

Test	Status Active
Details	Temporary Relay Address
Created By	Send your message to this address
Date Created	Owl_Life_at_Kennesaw_State_University_@relay.engage.campuslabs.com
Date of Expiration	This relay address will expire when a relay is sent or on

Selected Recipients

Sent to members holding these **Positions** and these specific **Members**



10. Open a new email and paste the relay address into the recipient list. Type the message and send the email as regular.

If you have any questions, please email studentactivities@kennesaw.edu.

