Step 1 - Logging On

- Go to http://www.bruinpost.ucla.edu and click on the Log On button.
Step 2 - Logging On

- You will now be asked to use the ISIS authentication portal to sign in to BruinPost.
- Enter the Login ID and Password for the ID Type of your choice (QDB, Bruin Online, or AIS/OASIS).
- For more information about which ID Type to use, please read the ISIS Sign-in Help Page.
Step 3 - Start BruinPost

- After successfully signing in, you will be redirected to the BruinPost home page.
- Click on Official UCLA Notifications to begin creating your BruinPost.
Step 4 - Create A Message

- At the Official Notifications page, click Create Message
Step 5 - Create A Message (Sender Group)

- At the top of the page you will see a drop-down box available for **Sender Group**. This box will by default be set to your department, and you should not be able to change this option as it is only for use by BruinPost administrators. Move on to the **Create Message** section.

  ![Sender Group](image)
Step 6 - Create A Message (To:)

- In the **To:** field, enter the title or moniker of the organization, group, or audience you wish to address.
- Examples:
  - *UCLA Community*
  - *Deans, Directors, Department Chairs & Administrative Officers*
  - *UCLA Faculty*
  - *UCLA Administrative Professionals*
Step 7 - Create A Message (Lists)

- Select a list from the **Available Lists** section (a).
- Click the **Add List** button (b).
- The list you picked will now appear in the **Send To** box (c).

- Repeat the above steps until all of the lists you need appear in the **Send To** box.
- If you do not see a list that suits your needs, please email the BruinPost team to have a custom list created for you.
- If you wish to remove a list from the **Send To** field, simply click on the list in the **Send To** box and click the **Remove List** button.
Step 8 - Create A Message (Reply To Name:)

- In the **Reply To Name:** field, enter the title, moniker or name of the organization or person who the message is from.
- What is entered into this field will appear on the "From" line of the e-mail after it is sent.
- Examples:
  - *Joe Smith, Director, Department X*
  - *Chancellor Albert Carnesale*
  - *UCLA Department of Administrative Processes*
Step 9 - Create A Message (Reply To Address:)

- In the **Reply To Address:** field, enter the e-mail address to which people can reply to your message.
- Examples:
  - JoeBruin@ucla.edu
  - deptx@department.x.ucla.edu
  - mdds@be.ucla.edu

- Please note that everyone who receives this message and decides to reply to it, will be sending an e-mail to the address you provide. Keep this in mind when creating large mass e-mails -- the higher the number of recipients the higher the number of responses to you.
- Please also note that anyone who has an "Out Of Office" reply set on their e-mail box, will be sending an e-mail response to this address.
- If you do not have a departmental or other email address that is capable of handling numerous replies, please notify the BruinPost team.
Step 10 - Create A Message (Subject)

- In the **Subject** field, enter the subject of the message.
- Examples:
  - *University Policy on Acceptance of Gifts and Gratuities*
  - *Name Your Beneficiaries Online*
  - *2004 Financial Fair*
Step 11 - Create A Message (Message Body:)

- In the **Message Body**, paste or type the body of your email message.
- If *pasting* the text in, we recommend you paste from Notepad or Wordpad.
- Use the "Rich Text" formatting tools at the top to change the look and feel of your message.
- If you have any special formatting needs, such as custom letterhead, contact the BruinPost team and we'll be happy to help you.
- (Keep in mind that BruinPost cannot support graphics, pictures, signatures, nor attachments.)
Step 12 - Create A Message (Comments for Editors)

- In the Comments for Editors field, list any instructions for the Administrators such as:
  - The date you want the message sent. Please see our current Rates schedule.
  - If you would like us to compile a BCC List, and the email addresses of those to be included. (This is useful if you would like to get a copy of the email when it is sent, but aren't part of the group the email is addressed to.)
  - Any other special instructions or information for the Administrators.
- BruinPost messages are scheduled to be sent after work-hours, so let us know if you have any special time constraints. Please see our current Rates schedule.
Step 13 - Save Your Message

- Click the Save button.
- You will see a confirmation that your message was created and put in the queue.
- Click on the Return to Queue button.

Message created. Please go to queue and review, edit or send message. You are responsible for all content.
Step 14 - Message In Queue

- You should now see your message at the top of your queue.
- You may exit BruinPost if you are done editing your message and your message will remain in the queue.
- To make changes to your message, to send a test to yourself, or to submit your message to the administrators for scheduling, click View to the right of the message status.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date Created</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Message</td>
<td>05/12/2004</td>
<td>Saved</td>
<td>View</td>
</tr>
<tr>
<td>Wed. May 12 Peace and Education Exhibit</td>
<td>05/11/2004</td>
<td>Sent</td>
<td>View</td>
</tr>
<tr>
<td>Announcing The UCLA History Project</td>
<td>05/06/2004</td>
<td>Sent</td>
<td>View</td>
</tr>
</tbody>
</table>
Step 15 - Edit, Test, Delete or Submit

- You are now returned to the message editing screen.
- You will notice that there are four new option buttons at the bottom of the screen. Use them as follows:
  - **SAVE** - If you make any further edits to the message, be sure to click **SAVE** when done.
  - **SEND TEST EMAIL** - See Step 15A - Sending Test Emails
  - **DELETE** - This will PERMANENTLY delete your message from BruinPost. Please use care - there are no "backup" files in BruinPost.
  - **SUBMIT** - Click this button if your email is finished and you want to submit it to the BruinPost Administrators for review and scheduling. Go to Step 16.

**IMPORTANT NOTE:** If you make any additional changes to your message AFTER you click the **SUBMIT** button, your message will be pulled back from the administrators panel and they will no longer see your message in their queue. In this case, be sure to submit your request again or notify the BruinPost team!
Step 15A (Optional) - Scheduling Test Emails

1. Choose to whom you want the test email sent. If you pick, **All People In Group** the test will be sent to each of the people whose names are listed in the **OR** section (2.).

2. If you like, choose names from the list of people in your group who are also authorized BruinPost users. Their names are listed for your convenience.

3. If you wish to send the test to someone outside of your group, enter their email address in the **AND/OR** section. If you wish to list more than one address, be sure to separate each address with a semi-colon. **DO NOT USE ANY SPACES BETWEEN THE EMAIL ADDRESSES HERE.**

4. Click the **SEND** button to send the test email.

Note: The test email will usually be sent within 5 to 15 minutes. If you do not get receive the test, please try again. If the test fails, please notify the BruinPost team.
Step 16 - Your Message Is Submitted

- Once you have clicked the **SUBMIT** button (in Step 15), you will be shown the following message confirming that your message was submitted to the administrators.
- Click on the **Return to Queue** button to return to your group queue.

**IMPORTANT NOTE:** If you make any additional changes to your message AFTER you have submitted it to the administrators for scheduling, your message will be pulled back from the administrators panel and they will no longer see your message in their queue. In this case, be sure to submit your request again or notify the BruinPost team!

Your message has been submitted, if accepted it will be sent in the next 2 business days. If you need to rush your message please contact the Mail Document Distribution Services Department.
Step 17 - When You Are Done

- When you are done with BruinPost, please be sure to log off! Thank you!

You have been logged off

Click here to log back on.