

Student Survey Email Group

BU operates a 'surveys' email group to allow you to participate in other students' research. Previously all students were enrolled in this group but could choose to 'opt-out'. Following feedback from students we have changed the way this operates and students now have to choose to receive these emails.

The Student Survey Email Group is a facility for students to send survey requests to for dissertation purposes, this can be a valuable tool if you are at the stage of conducting research. You can join or leave at your own discretion. **All email requests for surveys to be published to this group have to be approved by AskBU. Please follow the below instructions:**

In order to send an email to the group, you will need to opt in as follows:

- sign in to your email account
- click on the 'cog' on the top right of the window
- Type "Message Options" into the search box and select
- from the menu on the left, select **General** and from the drop down menu, select **Distribution Groups**
- within the section headed *distribution group I belong to*, click the *Join* icon (highlighted) and then type **Surveys** in box "type the name of the group you're looking for" (see screenshot below):

The screenshot shows the Outlook interface. The top bar indicates 'Office 365' and 'Outlook'. The left sidebar is expanded to 'Options' > 'General' > 'Distribution groups'. The main content area is titled 'Distribution groups' and includes a note: "Instead of a distribution group, consider using a new Office 365 Group to collaborate by sharing conversations, documents, and a calendar. Learn more or create". Below this is the section 'Distribution groups I belong to' with a search box containing the text 'Surveys'. A table below the search box lists the distribution groups:

Display name	Email address
SciTech Students	scitechstudents@bournemouth.ac.uk

- when the group is found select it and then click the *Join* icon

If you wish to opt out at any point, please follow the steps above and select **Leave** instead of **Join**.

Sending out a Survey

Users need to send the request to surveys@bournemouth.ac.uk not studentsurveys@bournemouth.ac.uk. You will only be able to see the 'surveys' address if you are a member of the surveys group

Approval of emails sent to this group is processed by the AskBU Student Team - during office hours Monday to Friday.

Please note: The BU mail group is being monitored and any student found to be misusing it could have their IT account disabled.

Students are bound by the [University's ICT Rules and Regulations](#) and specifically the [Acceptable Use](#) policy. Please take the time to note clause 6.16 which specifically refers to the content of emails and section 9, which details the possible sanctions for breaching these Rules and Regulations.

If you have any queries, please contact AskBU on 01202 969696.