



NOVEMBER 2014

Quick Guide for sending Group Emails to Diocesan Personnel

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APPENDIX A. About Email Lists

This guide was believed to be correct at time of publication and no responsibility can be assumed for its use or interpretation.
Please note that system performance can be affected by poor broadband service and using an un-supported browser.
If in doubt please contact the PAMIS team

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1. Introduction

The previous diocesan directory system used for sending out group emails is being replaced by a PAMIS –based system which is newer technology, faster and more flexible. From now on all future group emails will be sent via the Bishop’s Office PAMIS which is also where the diocesan directory is maintained and updated.

Nominated members of the curia will be granted limited but appropriate access to the Bishop’s Office PAMIS to enable them to use the group email system.

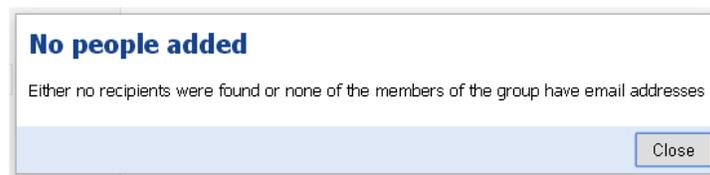
In addition to training, the purpose of this quick guide is to enable authorised staff from the Curia to be able to send out group mails from PAMIS for the distribution of information such as the Financial Secretary’s circular.

2. About Distribution Lists

Group emails can be sent from a number of sources including:-

| |
|--------------------------------|
| ▶ Group types (20) |
| ▶ Groups & organisations (237) |
| ▶ Group membership (274) |
| ▶ Distribution lists (6) |
| ▼ Saved people searches (1) |
| ▶ Reports (18) |

- **Group Types** – such as Pastoral Area , Secondary School, Hospital etc
- **Specific Groups and Organisations** – such as specific parishes, schools, departments and organisations within the diocese
- **Group Membership** – such as Framework for Collaboration groupings, Coordinating Pastors, Deaneries, Curia etc.
- **Distribution Lists** – such as Parish Offices, Priests, Deacons etc
- **Reports** – such as those to receive the Ad Clerum and other
- Please note that not all of the above have been fully implemented – if that is the case, the following notification will be displayed:-



It is recommended that nominated curia personnel only use certain distribution lists that have been set up for group emails from the Curia as follows:-

- Parish Offices
- Diocesan Curia
- Portsmouth Priests (incardinated or assigned from elsewhere)
- Portsmouth Deacons (incardinated or assigned from elsewhere)

Email sent via these distribution lists will be sent to the recipient’s work email address as apposed to their personal address.

2. Creating the group email

- Prepare the (say) Financial Secretary's Circular and any attachments which can be in PDF or Word format

* Note there is no 'save' option and so be fully prepared before starting. However PAMIS will save a draft email in your browser's local storage every 30 seconds and if you leave the page without either sending or cancelling sending (e.g. by dropping the connection or closing the browser), it restore it when the user next goes to create a new email.

- Select Email & Messages from the main PAMIS menu



- Select the 'New email' tab (don't **not confuse with the next tab** which is for PAMIS intranet email)



Here is an overview of the steps to compose and send an email

PAMIS Email & Messages

Send Abandon

Subject *
November 2014 Financial Circular **Enter the subject**

To *
Enter name **or double-click on the 'To' space to see all address lists**

Send replies to
 me (dlawes@portsmouthdiocese.org.uk) **< Choose reply option**
 this person at this email address
 nobody - discard any replies

Signature
(none) **< Choose signature if required**

Attachments
 Choose file No file chosen **< locate attachment(s)**
 or drop files here

Maximum file size 2 MB

Options < not normally required
 Store a copy of this message in the recipients' PAMIS records

Compose covering email here >

Do not edit or delete this section: No signature will be applied to this

- Enter 'Parishes' into the 'To' box and select 'Parishes of Portsmouth Diocese'

PAMIS Email & Messages

Send Abandon

Subject *
November 2014 Financial Circular

To *
parishes

Email all adults that I'm allowed to view
 Email all people that I'm allowed to view
 Enter a custom email address
 Parishes of Portsmouth Diocese

(none)

Attachments
 Choose file No file chosen

Do not ed

- this will display all the parishes – at this stage you can deselect parishes from this particular email – see below where by placing the cursor or mouse over (for example Alton Parish) a parish (or person in other cases) they can be removed form that particular email (whilst remaining in that distribution list for future inclusion)

Subject *
November 2014 Financial Circular

To *
Enter name

- Abingdon parish
- Aldershot parish
- Andover parish
- Basingstoke Holy Ghost parish
- Alderney parish
- Alton parish x
- Ascot parish

Send replies to

me (dlawes@portsmouthdiocese.org.uk)

Then if required to include all priests in Pastoral Areas :- (you will see other options related to Priests)

Subject *
November 2014 Financial Circular

To *
Priests

- Email all adults that I'm allowed to view
- Email all people that I'm allowed to view
- Enter a custom email address
- People belonging to group
 - Diocesan Council of Priests
 - Priests Retirement Fund
- CTS mailing list - priests
- Pastoral Area Clergy - PRIESTS**
- Portsmouth diocesan priests
 - Priests incardinated in Portsmouth diocese
- Priests in the diocese
 - Priests with membership of an organisation within the diocese. This will include religious clergy

Store a copy of this message in the recipients'

Typing in 'Deacons will produce:-

Subject *
November 2014 Financial Circular

To *
Deacons

- Email all adults that I'm allowed to view
- Email all people that I'm allowed to view
- Enter a custom email address
- CTS mailing list - deacons
- Deacons in the diocese
 - Deacons with membership of an organisation in the diocese

The more precise, the shorter the number of distribution list options

Once desired group(s) have been selected, the following steps should be followed:-

Individuals can be deselected by rolling mouse over their name and click on the 'X'

Select the reply options

Select required signature

Drag/drop 'Ad Clerum etc.

Normally leave 'Options' blank

Compose covering note in right-hand panel – good opportunity to reinforce important aspects of the attachment (i.e. Ad Clerum)

Finally click on 'Send' (top left)



and emails will be sent in 'Bcc' mode.

4. **To monitor the 'sent' progress** and/or view the messages you have sent by clicking on 'Sent mail' in the toolbar.

To view the details of a message, double click on it.

To forward an email, use the 'Forward' toolbar button.

APPENDIX A. ABOUT EMAIL LISTS

Email lists can be set up in several ways:-

1. By creating a quick report

When selected in the recipients list, all living people with email addresses that match the criteria of the search will be added to the recipients of the email.

This is the preferred way of creating distribution lists because it automatically updates as people are added or removed from matching the criteria of the search; for example as more diocesan priests are ordained, they will be added to the Portsmouth Diocesan Priests list automatically.

I have also set up in in 'Contact Lists' folder, a report = Parishes of Portsmouth Diocese which will be automatically added to the PAMIS group email system address book

2. To create a manual distribution list

Go to Admin > Dropdown values > Distribution lists and add one there. This should be used when the people on the list don't match a fixed set of criteria.

This gives you complete flexibility of the list's membership but is reliant on you to add and remove people from the list.