

# Managing Contacts/Groups

## What Gmail mailing lists are available?

To help ensure the right people are getting the right information, we have student, staff and faculty distribution email lists. Please click [here](#) to read our Mass Email Guidelines and Procedures.

Below are our most common mailing lists and details regarding who's a member of them.

### STAFF/FACULTY LISTS

- SMUMNALL - [smumnall@smumn.edu](mailto:smumnall@smumn.edu) All active employees INCLUDING Course Contracted
- AllCollegeStaff - [allcollegestaff@smumn.edu](mailto:allcollegestaff@smumn.edu) All college and university wide staff, full or part time
- AllCollegeFaculty - [allcollegefaculty@smumn.edu](mailto:allcollegefaculty@smumn.edu) All college and university wide faculty, full time and course contracted
- AllSGPPStaff - [allsgppstaff@smumn.edu](mailto:allsgppstaff@smumn.edu) All SGPP and university wide staff, full or part time
- AllSGPPFaculty - [allsgppfaculty@smumn.edu](mailto:allsgppfaculty@smumn.edu) All SGPP and university wide faculty, full time
- AllSGPPCC - [allsgppcc@smumn.edu](mailto:allsgppcc@smumn.edu) All SGPP course contracted faculty
- AllRochesterCampus - [allrochestercampus@smumn.edu](mailto:allrochestercampus@smumn.edu) All employees whose main work location is Rochester or university wide, or if you supervise employees on one of those campuses.
- AllMinneapolisCampus - [allminneapolis@smumn.edu](mailto:allminneapolis@smumn.edu) All employees whose main work location is Minneapolis or university wide or or if you supervise employees on one of those campuses.
- AllWinonaCampus - [allwinonacampus@smumn.edu](mailto:allwinonacampus@smumn.edu) All employees whose main work location is Winona or university wide or if you supervise employees on one of those campuses.

### STUDENT LISTS

- Winona Campus Undergrad Students - [winstu@smumn.edu](mailto:winstu@smumn.edu) All Winona based undergraduate students
- SGPP Graduate Students - [sgppallstudents@smumn.edu](mailto:sgppallstudents@smumn.edu)  
All SGPP students
  - Winona Campus Undergrad Freshmen - [winfr@smumn.edu](mailto:winfr@smumn.edu) All College Freshmen
  - Winona Campus Undergrad Sophomores - [winso@smumn.edu](mailto:winso@smumn.edu) All College Sophomores
  - Winona Campus Undergrad Juniors - [winjr@smumn.edu](mailto:winjr@smumn.edu) All College Juniors
  - Winona Campus Undergrad Seniors - [winsr@smumn.edu](mailto:winsr@smumn.edu) All College Seniors
- There are also ResHall specific groups as well

Here are a few key highlights from the document:

- The Saint Mary's Today should be utilized for most communications.
- Only approved email accounts can send to these new lists. If you believe you need to send an email to one of the lists and you cannot, please email [helpdesk@smumn.edu](mailto:helpdesk@smumn.edu) with an explanation of why you need access. The appropriate staff will review the request and will get back to you with next steps.

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If you are not on a list and think you should be, please complete this [form](#) to be added or removed. (You can check and see what groups you are a part of by clicking on the 9 dots in the square in the top right corner of your email next to your name. From that drop down menu, choose groups and click on My Groups on the left to see what groups you are a part of.)

If you have any questions on the new groups, please review the full documents linked in this article and if you still have questions, please contact the HelpDesk at [helpdesk@smumn.edu](mailto:helpdesk@smumn.edu) or 507-457-7800.

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