What is Eagle Mail?

A bulk mailing system for organizations to share campus wide events to all UNT students. Requests can be submitted using the Eagle Mail Request form on OrgSync.

Eagle Mail Guidelines

In an effort to manage the use of Eagle Mail, the official email system for all UNT students, the following criteria and guidelines must be followed.

Eligible student organizations/university student groups or official university departments must meet the following criteria:

- Only the student organization President (verified in OrgSync) can request an Eagle Mail message be sent out.
- Information about an event MAY NOT be sent out more than one week in advance of the event. We want to set your organization up for a successful turnout and because we can't send out multiple messages for the same event, we want to make sure the timing of the email is strategic. Once your email message has been approved, it is usually sent out within 24 business hours, Monday through Friday.
- If the bulk mail request is regarding a student organization event, there MUST BE an associated Event Application that has been approved and scheduled by an official booking department (if in-person, once allowed). Virtual events must have an approved Event Application on file. The bulk mail request will be denied if there has been no prior application approved for the event.
- Message and activity being promoted must be sponsored by a student organization, university student group, or university department, not an individual.
- The sponsoring student organization must be currently registered with Student Activities.
- The target or applicability of the activity being promoted must be the majority or significant portion of the student body, determined at the discretion of the Vice President for Student Affairs office (for departments) or Student Activities (for student organizations/university student groups).
- The message must inform or promote official university or organization/group business (ex: programs/events, services, surveys, etc.).
- The activity being promoted must be on-campus or virtual (if a student organization/university student group).
- If the requested Eagle Mail message contains information that violates the Eagle Mail policy, the pieces of information that violate the policy will be removed before the message is sent.

Note: Temporary criteria added in orange text above due to COVID-19 in effect until further notice.

The following are not permitted:

- Recruitment messages for student organizations/university student group, with the exception of recruitment of representative student positions in SGA and GSC
- General membership/informational meetings of the sponsoring student organization/university student group
- Promotion of any activity that is illegal or against university policy
- Promotion of an outside business

The message will only be sent one time, unless there has been a time/location change. The Vice President for Student Affairs office (for departments) or Student Activities (for student organizations/university student group) reserves the right not to send any message or part of a message that it deems inappropriate or a negative representation of the University or its students.