

Mass Mailings and Surveys

Mass mailings come in several forms, and LTS can assist with a few different tools for each.

- Announcements:
 - University Communications and Public Affairs (UCPA) publishes a daily digest of "Upcoming Lehigh Events and Announcements," which links to their [Events](#) calendar service. This daily message outlines events happening around campus over the next couple of weeks and is sorted into categories such as Announcements, Academics, Arts, Athletics, Student Life, etc.
 - [HawkWatch](#) is Lehigh's emergency notification system and may be used to send life safety announcements, including closures for weather events.
- Large mailings (Please contact the LTS Help Desk or your [LTS Computing Consultant](#) to discuss the options.)
 - [SPAMEM](#) is our tool used to send out mass mailing to campus based on role (ugrad, grad, faculty/staff).
 - A third party tool, Digital Inspiration's [Mail Merge](#), is available to the campus on a pilot basis and with "best effort" support. It allows you to send customized form letters to groups of people.
 - Some Lehigh departments use third party vendors (including iModules, MailChimp, and ConstantContact) for mass mailings.
- [Surveys](#)
 - Qualtrics (Important! Use go.lehigh.edu/survey to access Lehigh's Qualtrics) is a professional/research tool for creating secure web-based surveys.
 - General information about [Qualtrics](#) at Lehigh
 - How to [require authentication for a Qualtrics Survey](#)
 - [Google Forms](#) (available through Google Drive) are another option for surveys.