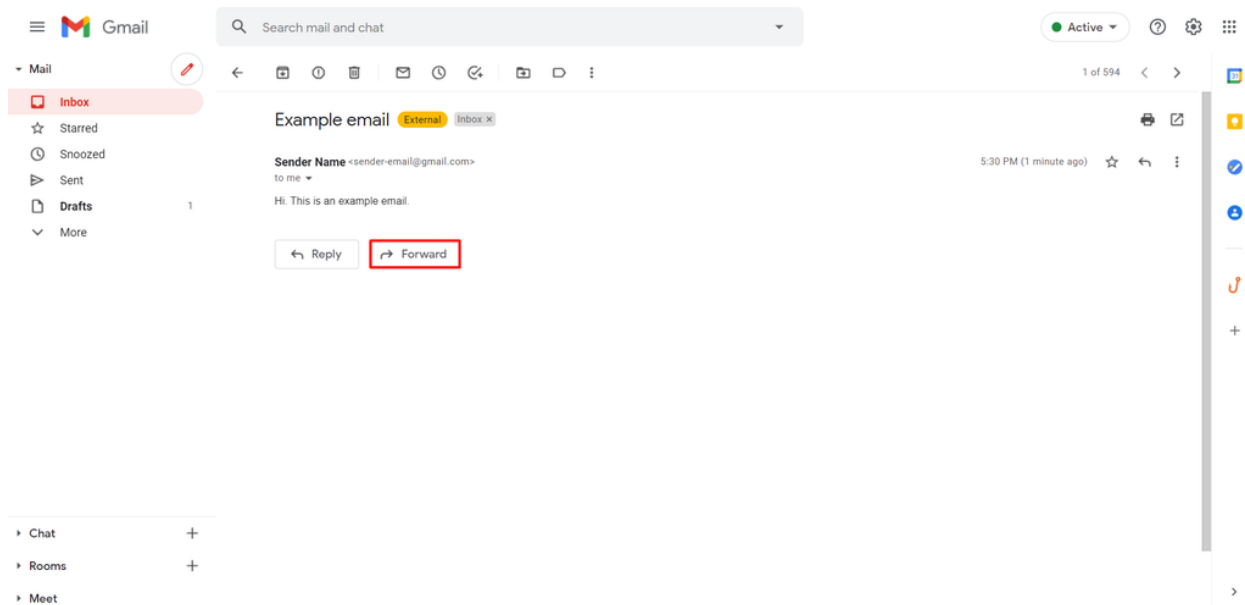


How to forward / post to Institute Lists (For use by officials who have the permissions to post)

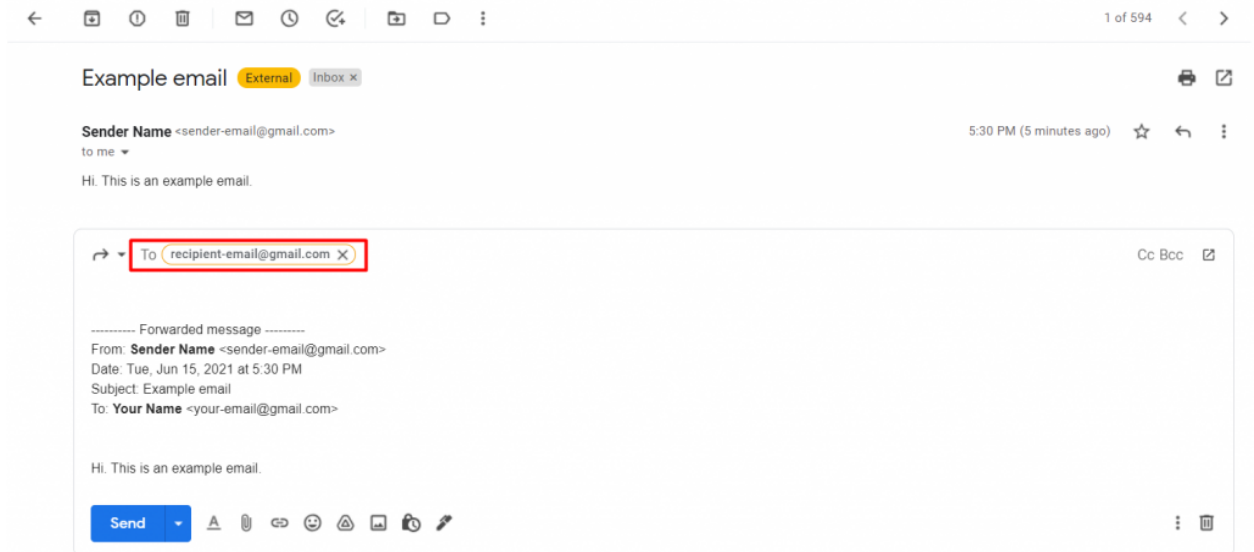
How do I send mail to any of the broadcast lists?

Gmail provides two methods of forwarding an email message –

1. Log into your Gmail account, navigate to the menu bar, and click Inbox.
2. Find and open the email message you want to forward to someone.
3. Click the Forward button.

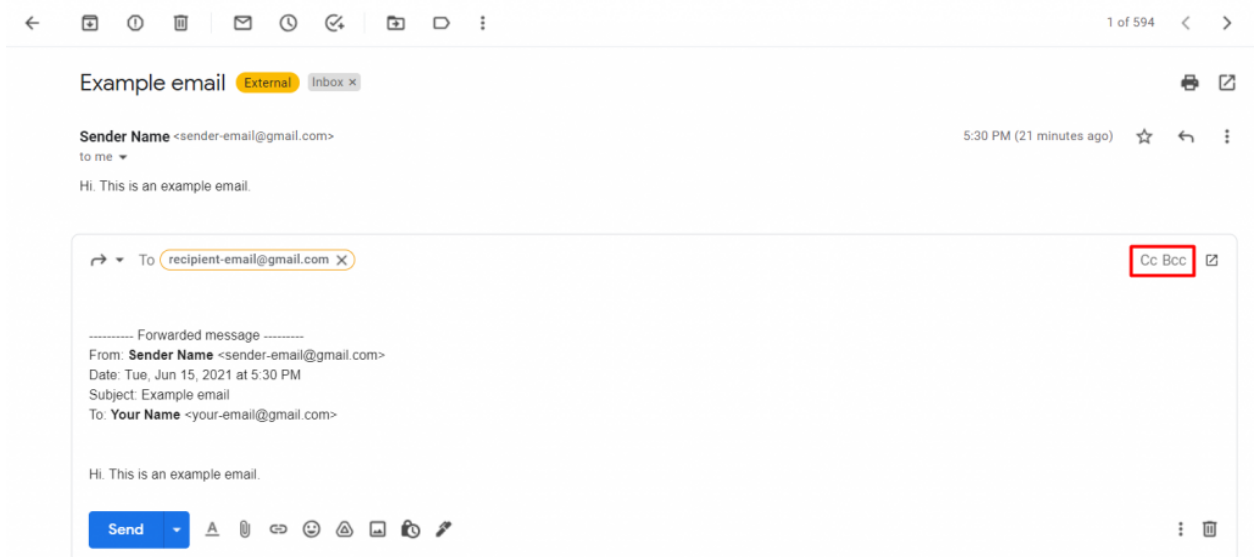


4. Enter the broadcast email address (**broadcast@iitrpr.ac.in**/**faculty-broadcast@iitrpr.ac.in**/**students@iitrpr.ac.in**/**staff@iitrpr.ac.in**/**staff-gretis@iitrpr.ac.in**) in the To field. If you want to add more than one address, separate them with commas.

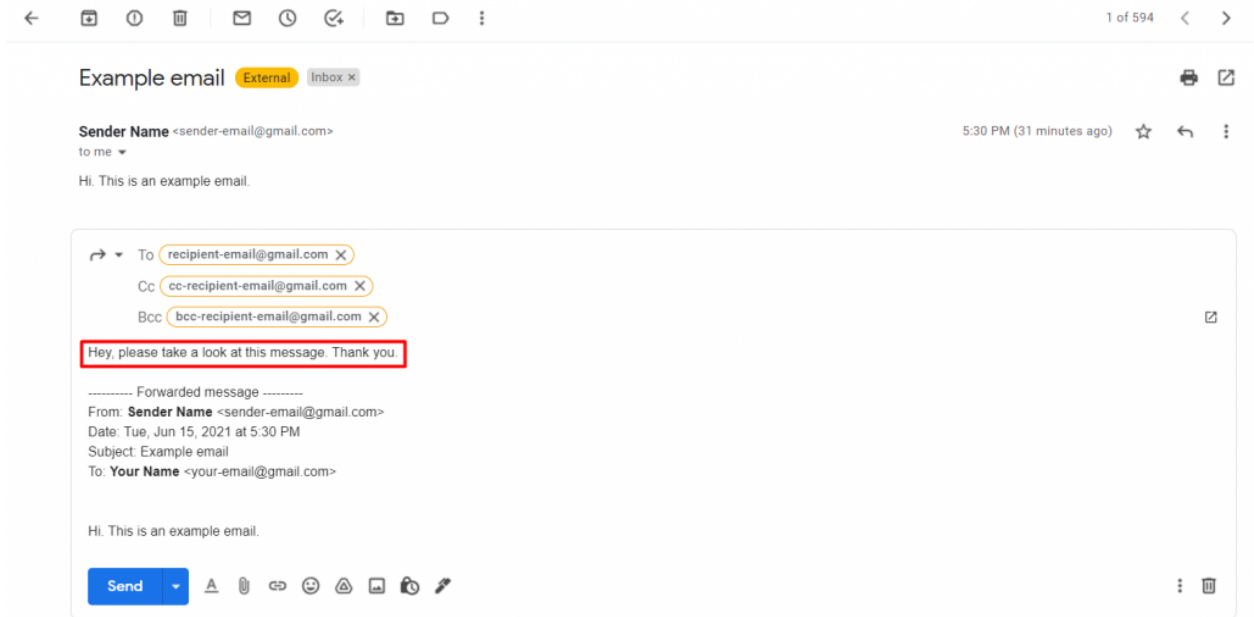


5. You can also add Cc (carbon copy) and Bcc (blind carbon copy) recipients by clicking the respective button.

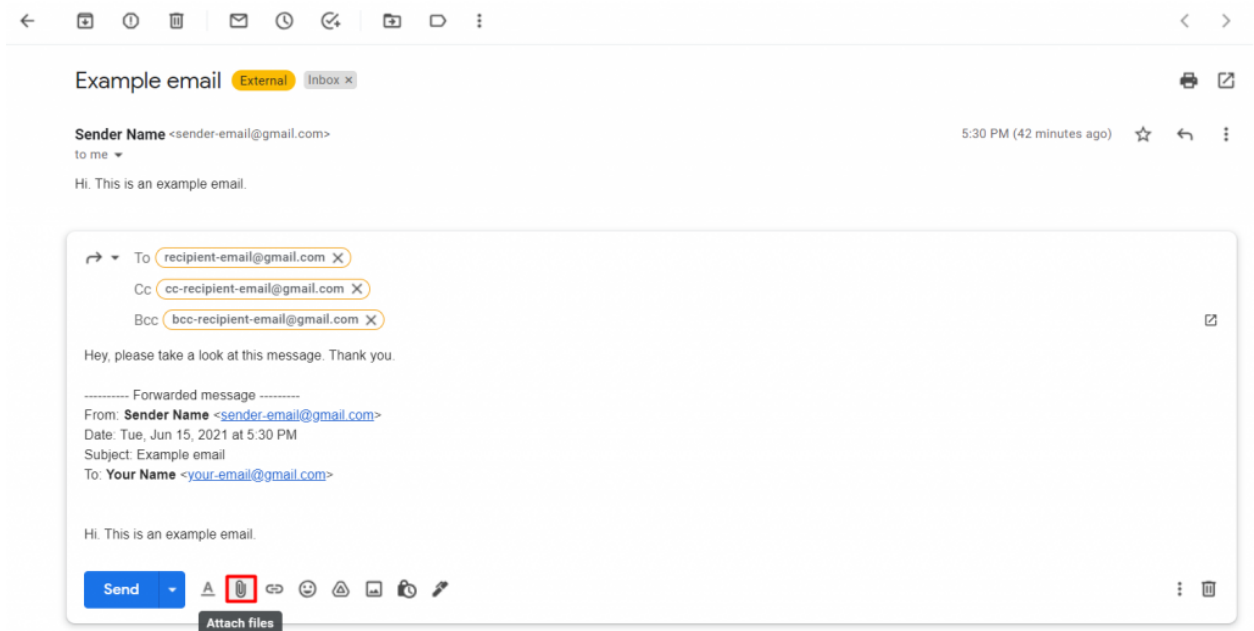
Both To and Cc recipients can see the list of email addresses attached to the email you forward. Meanwhile, the list is not visible to Bcc recipients.



6. If you need to write a message above the forwarded email, do so above the Forwarded message text in the body of the email.



7. If the message you want to forward contains an attachment and you wish to remove it, simply click the x button next to the attachment. Conversely, if you want to add a new attachment, click on the Attach files symbol, as shown below.



8. Once you've finished editing the message, click the Send button.