Messaging Members of Your Organization Roster in Owl Life

1. Log in to Owl Life at owllife.kennesaw.edu with your Ned-ID and password.

2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.
4. Another tab will open. Click on the three horizontal bars in the top left corner.

5. From the drop-down menu, select “Roster.”
6. To create new positions or manage the settings of current positions, click on the “Messaging” button in the top right.

7. Click the blue “Create Relay” button.

8. Follow the instructions to select recipients and enter the title. Then click the blue “Generate” button at the bottom of the page.
9. Copy the blue relay address.

10. Open a new email and paste the relay address into the recipient list. Type the message and send the email as regular.

If you have any questions, please email **RSOsupport@kennesaw.edu**.