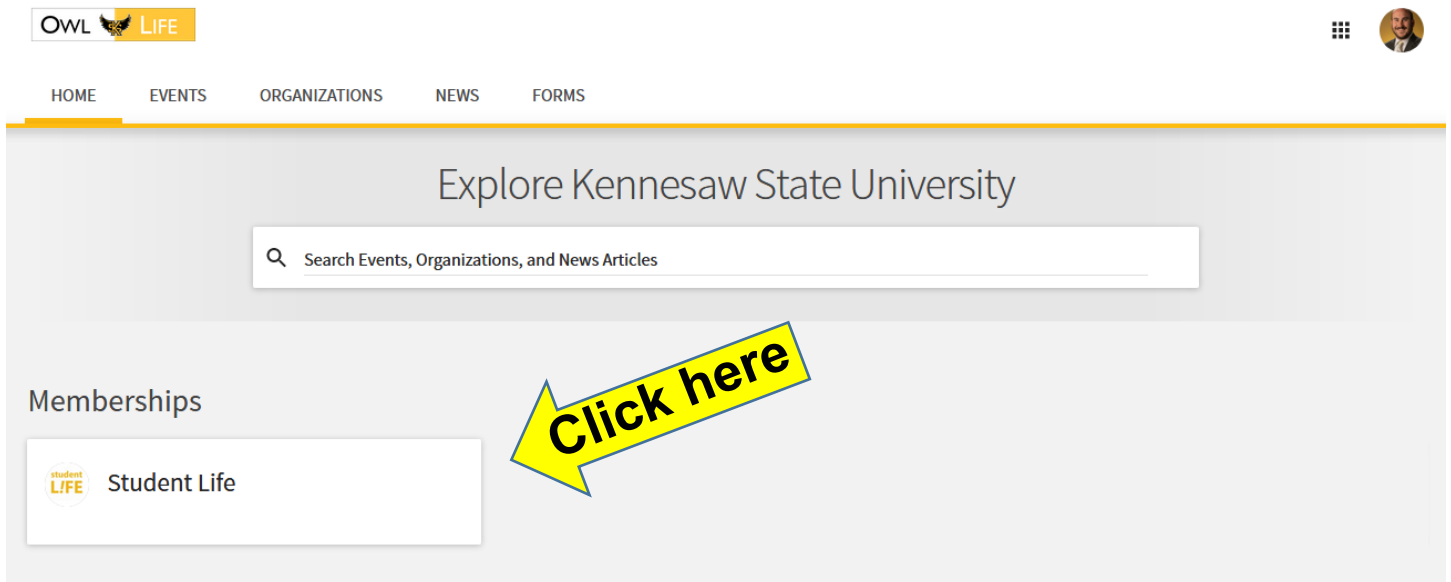


# Messaging Members of Your Organization Roster in Owl Life

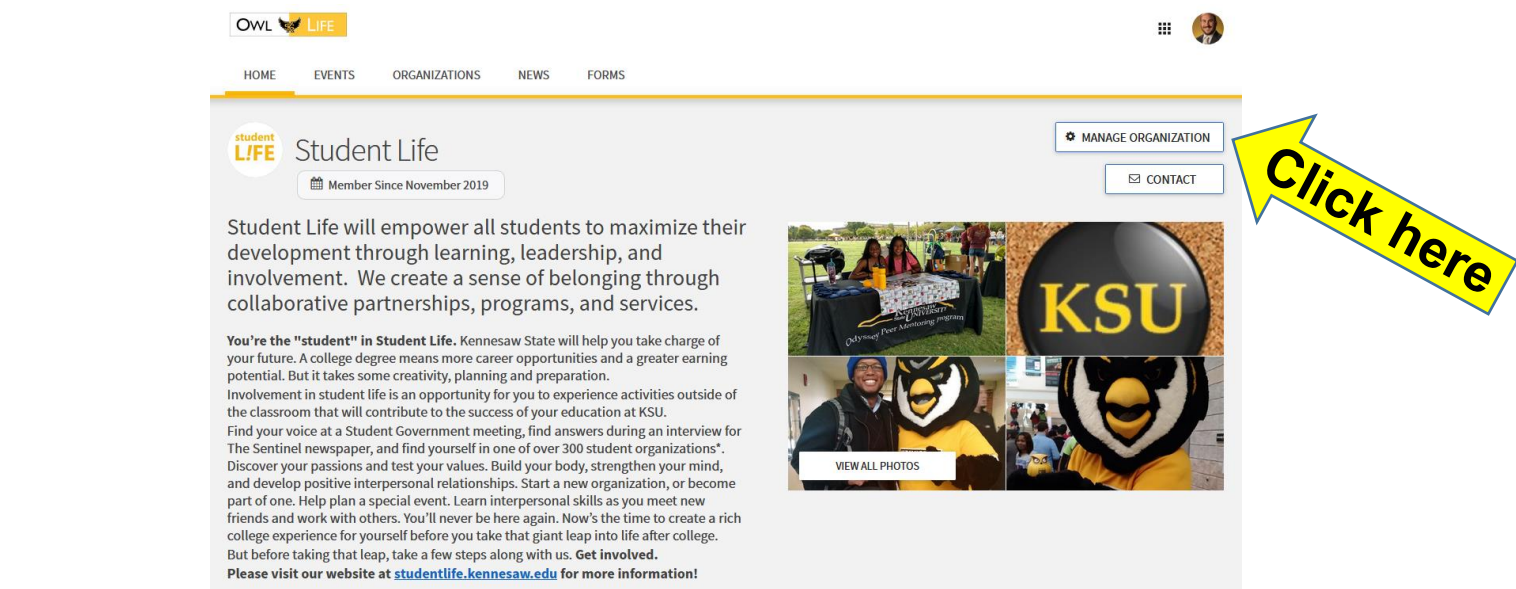
1. Log in to Owl Life at [owllife.kennesaw.edu](http://owllife.kennesaw.edu) with your Ned-ID and password.

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



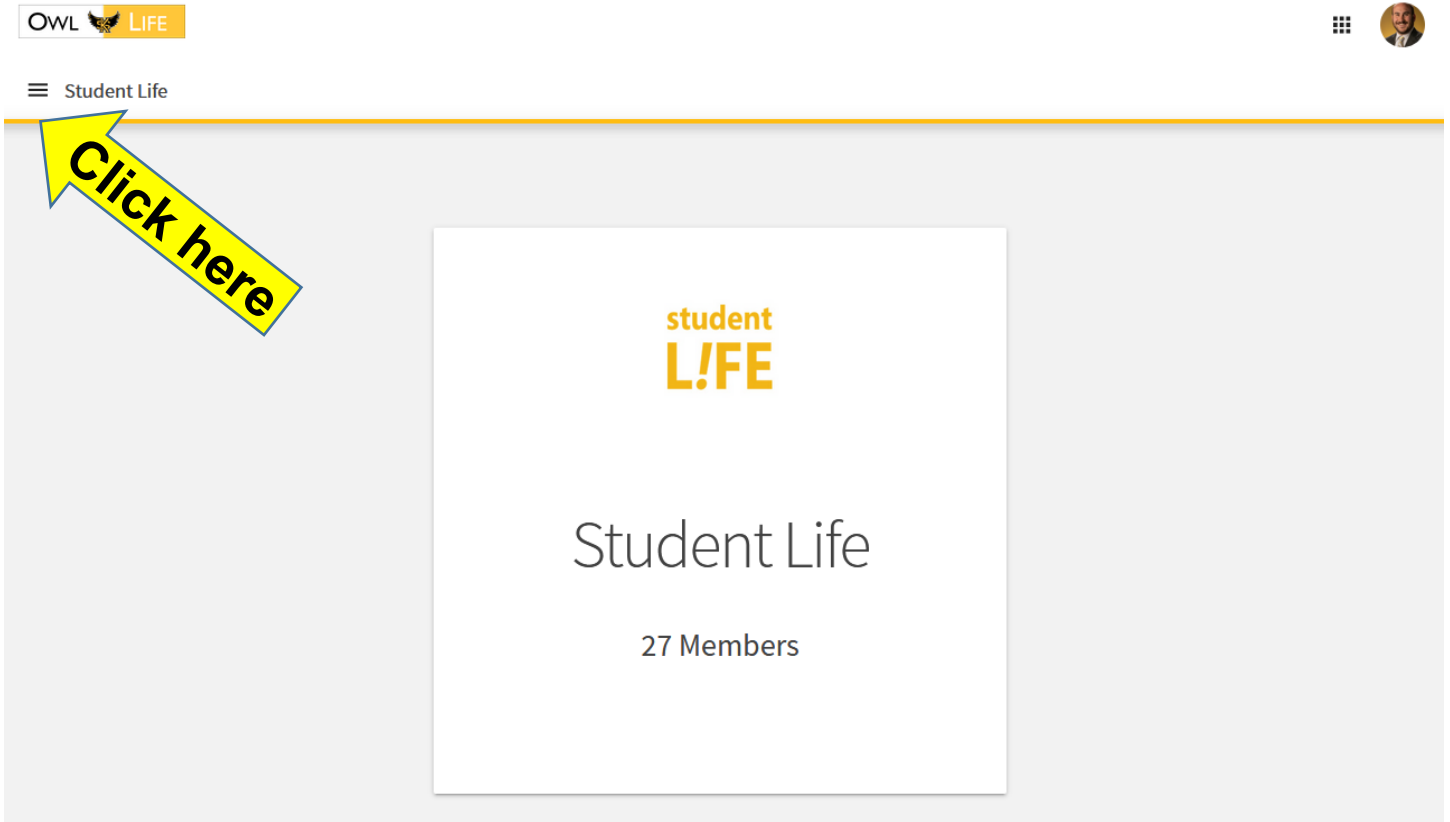
The screenshot shows the Owl Life website interface. At the top left is the "OWL LIFE" logo. Below it is a navigation menu with "HOME", "EVENTS", "ORGANIZATIONS", "NEWS", and "FORMS". The main heading is "Explore Kennesaw State University" with a search bar below it. In the "Memberships" section, there is a card for "Student Life" with a yellow arrow pointing to it that says "Click here".

3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.

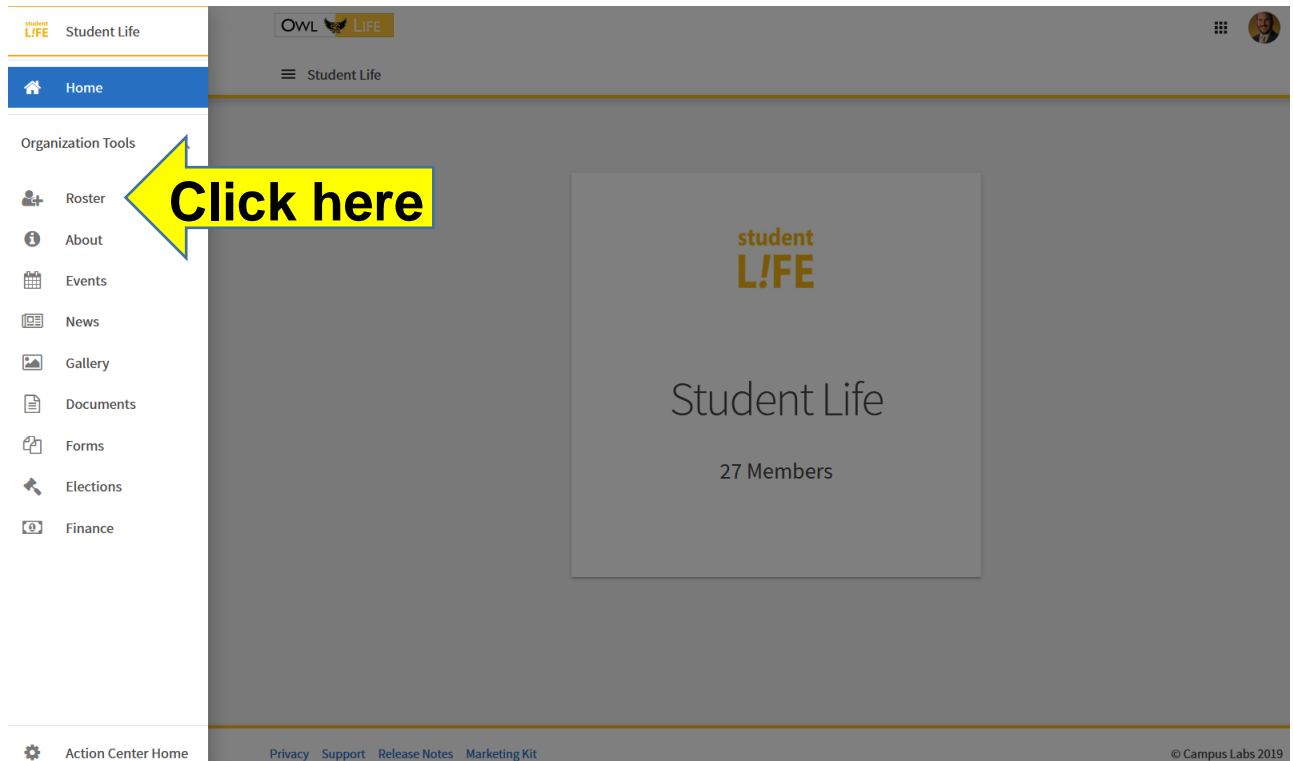


The screenshot shows the "Student Life" organization page. The header includes the "student LIFE" logo, the name "Student Life", and "Member Since November 2019". The main content area contains a paragraph about the organization's mission and a list of activities. On the right side, there is a "MANAGE ORGANIZATION" button with a gear icon and a "CONTACT" button with an envelope icon. A yellow arrow points to the "MANAGE ORGANIZATION" button with the text "Click here". Below the text is a photo gallery with a "VIEW ALL PHOTOS" button.

4. Another tab will open. Click on the three horizontal bars in the top left corner.



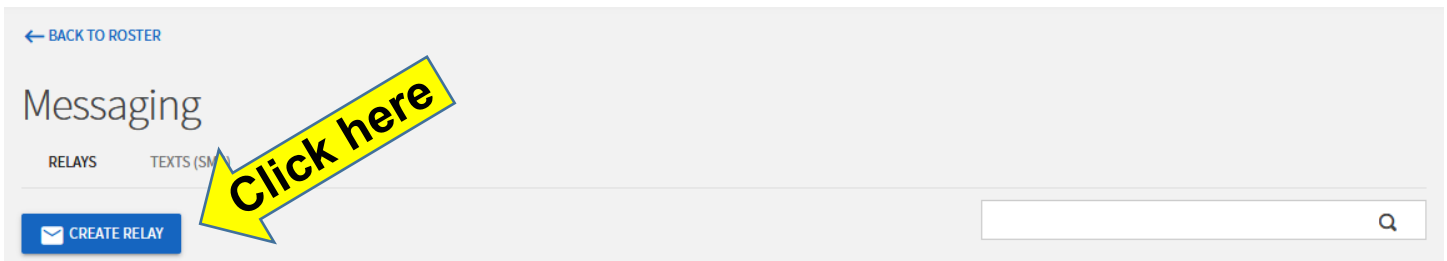
5. From the drop-down menu, select "Roster."



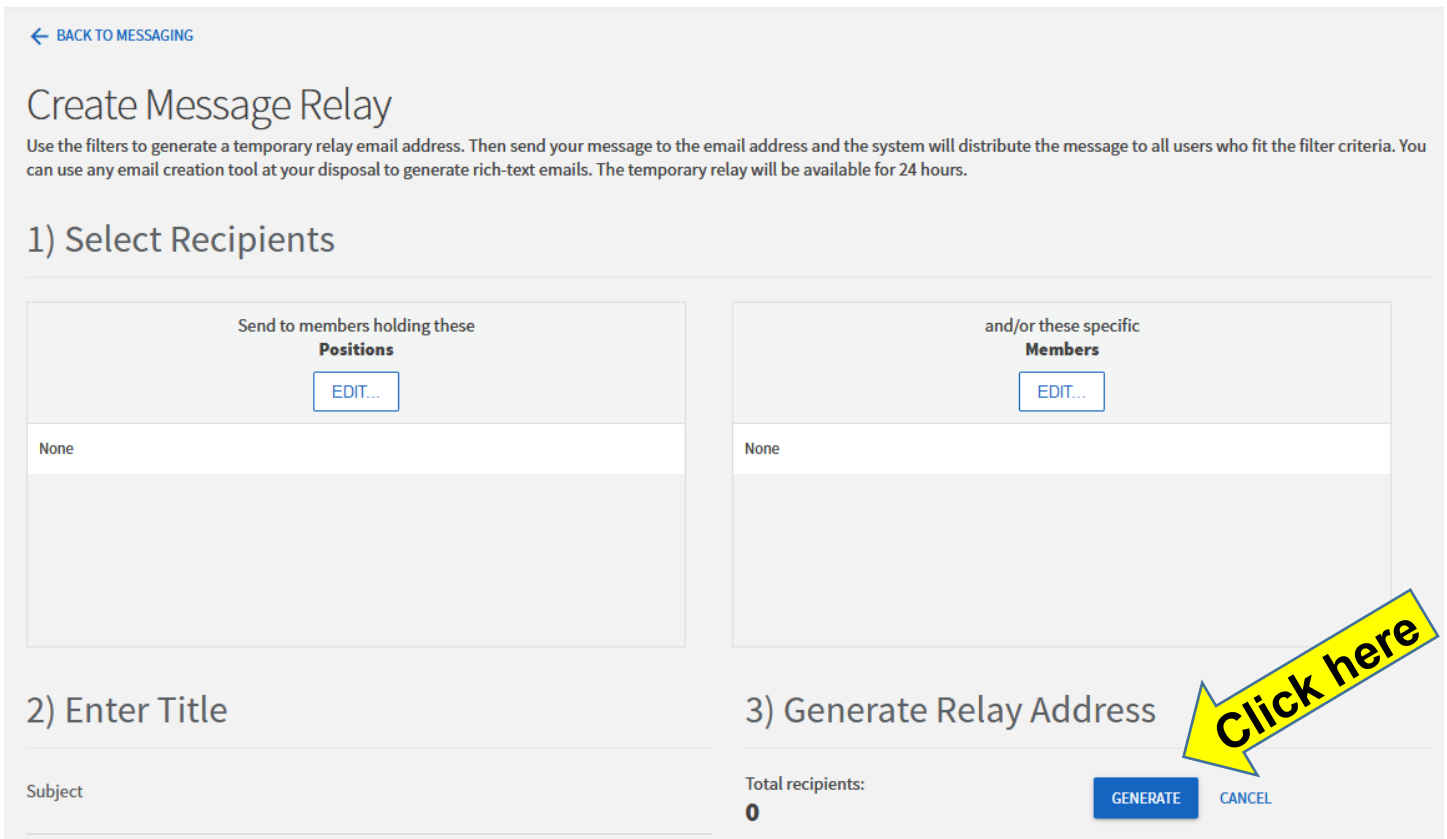
6. To create new positions or manage the settings of current positions, click on the “Messaging” button in the top right.



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.

← BACK TO MESSAGING

### Message Relay Details

Test Status Active

Details

Created By

Date Created

Date of Expiration

Temporary Relay Address  
Send your message to this address

[Owl\\_Life\\_at\\_Kennesaw\\_State\\_University\\_@relay.engage.campuslabs.com](mailto:Owl_Life_at_Kennesaw_State_University_@relay.engage.campuslabs.com)

This relay address will expire when a relay is sent or on

Selected Recipients

Sent to members holding these **Positions** and these specific **Members**

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](mailto:RSOsupport@kennesaw.edu)**.

