

Student Email Address Survey (Copy)

Page 1: Introduction

Welcome to our Student Email Address Survey!

Information Services are currently updating the form of the student email address, changing from a form based on matriculation number to a name based format. We would really like to have the input of as many students as possible to ensure we create the best and most user-friendly option for our students.

The IS survey will take approximately 5 minutes to complete and your responses are completely anonymous. At the end of the survey, we will ask you to provide your name and email address if you'd like to be in with a chance of **winning an iPad or one of five prizes of £30 credit** for printing or cashless catering. We will also ask if you'd be interested in consulting with us further. This information will be used only to administer the prize or arrange further consultations and will not be linked to your previous answers.

If you have any questions, please email the IS Service Management team at service.management@ed.ac.uk.

Thank you very much for your help!

Page 2: General Questions

1. Which year of study are you in? * *Required*

2. In which school do you study? * *Required*

3. How important is it to you to have an email address based on your name rather than your matriculation number? * *Required*

- Very important
- Important
- Neither important nor unimportant
- Unimportant
- Very unimportant

4. How important is it to you to have an @ed.ac.uk email address rather than @sms.ed.ac.uk? * *Required*

- Very important
- Important
- Neither important nor unimportant
- Unimportant
- Very unimportant

5. How important is it to you to have the option to change your email address during your studies?

- Very important
- Important
- Neither important nor unimportant
- Unimportant
- Very unimportant

6. How important is it to you to have an email address for life? * *Required*

- Very important
- Important
- Neither important nor unimportant
- Unimportant
- Very unimportant

Page 3: Communicating with Email

In this section, we would like to know more about how you communicate with your university email address.

7. Which platform do you use to access your email? Please select all that apply. *
Required

- Office 365 (accessed via www.office365.ed.ac.uk)
- Office 365 (accessed via Mail tab on MyEd)
- Outlook
- Other

7.a. If you selected Other, please specify:

8. For which kind of correspondence do you use your university email address? Please select all that apply. * *Required*

- Official university correspondence
- Personal correspondence
- Job applications
- Other

8.a. If you selected Other, please specify:

9. How often do you use your email address for contacting other students? * *Required*

- Often
- Sometimes
- Occasionally
- Rarely
- Never

9.a. If you don't use your email address to contact other students often, why not?
Optional

9.b. If you don't use your email address to contact other students often, what do you use instead? *Optional*

10. How do you find out the email addresses of people in the university when you want to contact them? Please select all that apply. * *Required*

- Searching Office 365 address book

- Searching Outlook address book
- Searching University website
- Using Google or other search engine
- Twitter
- Other

10.a. If you selected Other, please specify:

10.b. If you use the address book on Office 365 or Outlook, how easy do you find it to use? * Required

- Very easy
- Easy
- Neither easy or difficult
- Difficult
- Very difficult

10.b.i. If you selected Difficult or Very Difficult, what would make the address book easier to use?

11. How problematic do you think it might be for you, your contacts, or subscriptions, if we changed the email address which you use to send emails from your university email account? NB. *your current email address would continue to receive emails and you could*

still choose to go back to your current email address.

- Very problematic
- Problematic
- Neither problematic nor unproblematic
- Unproblematic
- Very unproblematic

11.a. If you answered Problematic or Very Problematic to the above question, what difficulties do you envisage arising from changing your email address?

12. Do you have any other comments on any of the above or on the way in which you communicate with your student email address?

Page 4: Email Format

In this section, we would like to find out your opinions on different options for the new student email address format.

13. In a name based email address format, I would want my first name included e.g. joe.bloggs@ed.ac.uk. * *Required*

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

14. In a named based email address format, I would prefer to have my first initial included rather than my first name e.g. j.bloggs@ed.ac.uk. * *Required*

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

15. In a named based email address format, I don't mind having my year of entry included e.g. j.bloggs2018@ed.ac.uk or j.bloggs18@ed.ac.uk. * *Required*

- Strongly agree
- Agree

- Neither agree nor disagree
- Disagree
- Strongly disagree

16. I would like to have a choice of different email address formats to choose from. *
Required

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

17. If we introduce a new format of email address, which method of change would you find most preferable? * *Required*

- Opt-in by default. The University will automatically update your email account with the new format of email address. You will have the option to revert to the current format.
- Opt-out by default. Your current email address format will be retained but you will have the option to set it to the new format(s) of email address.

18. Do you have any other ideas for, or comments on, the form of the new student email address?

Page 5: Life Long Email

In this section, we would like to know what you think about having a life long email address service for alumni.

19. Do you think you would make use of an alumni email address after you have graduated? * *Required*

- Definitely
- Probably
- Maybe
- Probably not
- Definitely not

19.a. If you have selected Definitely, Probably or Maybe, for what purposes would you want to use your university email address after you have graduated? * *Required*

- Emailing other alumni
- Emailing university staff
- To show you are affiliated to the university
- Other

19.a.i. If you selected Other, please specify:

20. Do you have any other comments on having an alumni email service?



Page 6: Equal Opportunities Monitoring

In order to ensure that we receive answers to this survey from a representative sample of the student population, we ask for your help and cooperation in responding to the questions below.

All questions are voluntary. The information you provide will stay confidential, be stored securely and will not be linked with your previous answers.

21. Are you:

- Man
- Woman
- Non-binary
- Prefer not to say

22. Are you married or in a civil partnership?

- Yes
- No
- Prefer not to say

23. To what age bracket do you belong?

- 16-20 years old
- 21-24 years old
- 25-29 years old
- 30-34 years old
- 35-39 years old

- 40-44 years old
- 45-49 years old
- 50-54 years old
- 55-59 years old
- 60-64 years old
- 65+ years old
- Prefer not to say

24. What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

- African
- Asian
- Asian British
- Black
- Black British
- Caribbean
- White
- Other

24.a. If you selected Other, please specify:

25. Do you consider yourself to have a disability or health condition?

- Yes
- No
- Prefer not to say

26. What is your sexual orientation?

- Heterosexual
- Homosexual
- Bisexual
- Prefer not to say
- Other

26.a. If you selected Other, please specify:

27. What is your religion or belief?

- No religion or belief
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Prefer not to say
- Other

27.a. If you selected Other, please specify:

28. Do you have caring responsibilities?

- None
- Primary carer
- Secondary carer
- Prefer not to say

Page 7: Entry into Prize Draw

29. Please enter your email address in the box below to be entered in to the prize draw. This information will be used only to administer the prize. Prize winners will be drawn at random. After the prize winners have been chosen, the data of all entrants will be deleted. The prize draw will take place on Friday 30th of March and winners notified shortly afterwards.

Please enter a valid email address.

Page 8: Interest in Further Consultation

30. Would you be interested in undertaking further consultation activities with us, such as focus groups? * *Required*

Yes

No

30.a. If you answered Yes to the previous question, could you please provide your email address below.

Please enter a valid email address.

Page 9: Thank you!

Thank you for taking part in our survey! If you have any questions or you require further information, you can contact the IS Service Management team on:
service.management@ed.ac.uk.

Key for selection options

1 - Which year of study are you in?

- Undergraduate Year 1
- Undergraduate Year 2
- Undergraduate Year 3
- Undergraduate Year 4
- Undergraduate Other
- Postgraduate Taught
- PG Research Year 1
- PG Research Year 2
- PG Research Year 3
- PG Research Year 4+

2 - In which school do you study?

- Agricultural Science
- Biological Sciences
- Biomedical Science
- Business School
- Chemistry
- Divinity
- Economics
- Edinburgh College of Art
- Education
- Engineering
- Geosciences
- Health in Social Science
- History, Classics and Archeology
- Informatics
- Law
- Literatures, Languages and Cultures

Mathematics
Medicinal Science
Medicine
Oral Health Science
Philosophy, Psychology and Language Studies
Physics and Astronomy
Social and Political Science
Veterinary Medicine
