RAVE (Rebel Announcements Via E-mail) - Guide for Submitters

RAVE (Rebel Announcements Via E-mail) is an official communication tool to send messages to UNLV students. RAVE collects e-mails and creates newsletters for all students, or it can be limited to class standing (freshmen, sophomores, juniors, seniors, graduates, and professionals). The e-newsletter arrives in student Rebelmail inboxes on Saturdays. Messages for a given week are reviewed by a central moderator who approves the messages and sends the collective e-newsletter to students.

Logging in to RAVE

1. Visit the following page: https://web.oit.unlv.edu/rave
2. Enter your ACE account credentials on the login screen.
3. Click Log In.

RAVE Overview

After logging in, you will see two primary tabs: View and Submit. The tab's color will change to Gray to indicate which tab you currently select.

Viewing Sent Messages

1. Click on the View tab and click to view all messages for the last seven days or the last 30 days.
   Note: Messages will only appear if they've already been approved
and sent out in the weekly newsletter.

2. To view an entire message, click on the message title.
3. To return to the message list, simply close the message window.

**Posting Messages**

1. Click on the Submit tab.
2. Enter all of the details for your message (some fields are required).

3. Click Submit.
4. A pop-up window will ask you to verify that all the information you provide is accurate. Click OK to complete the submission process, and you will be directed to a confirmation page.