

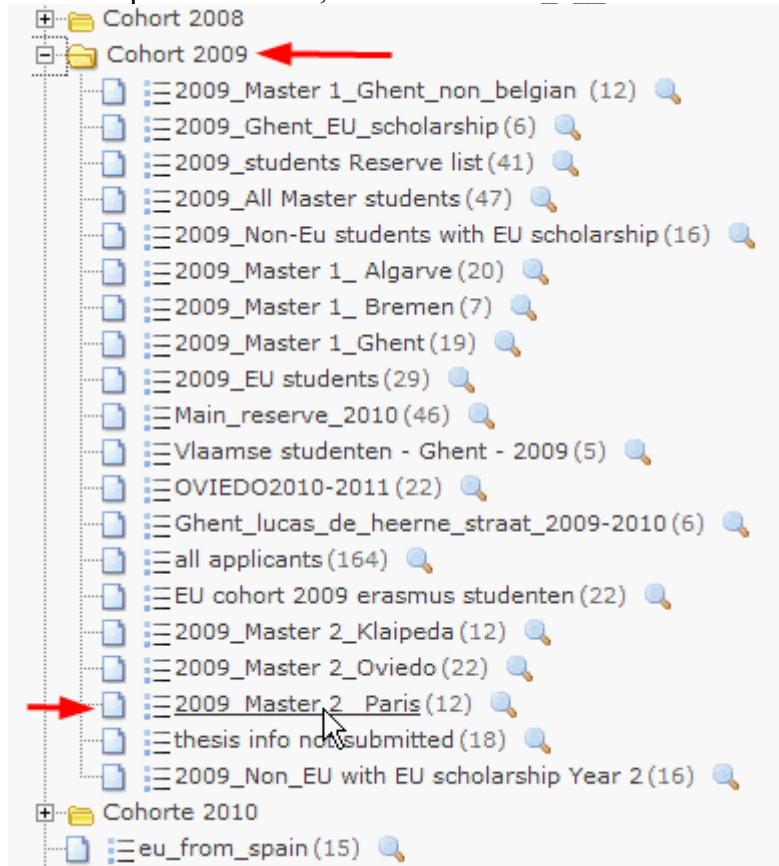
Send an email to people

First of all, log in into the management part of your instance.

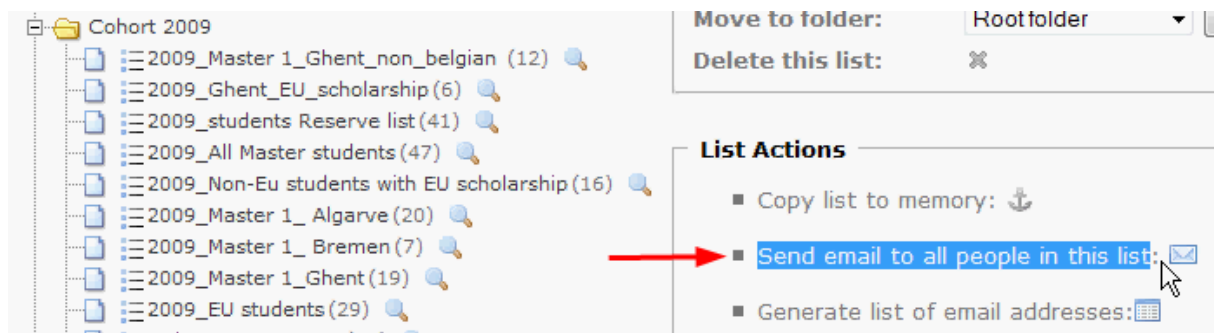
Sending an email to a list of people can be done in two ways.

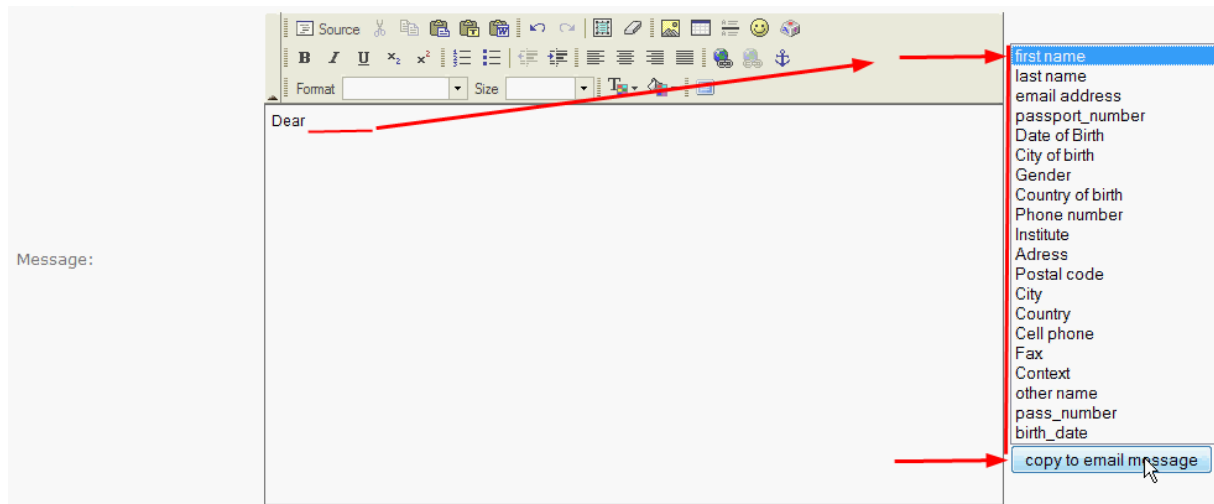


For example in this case, we choose 2009_2__Paris from the 2009 cohorte

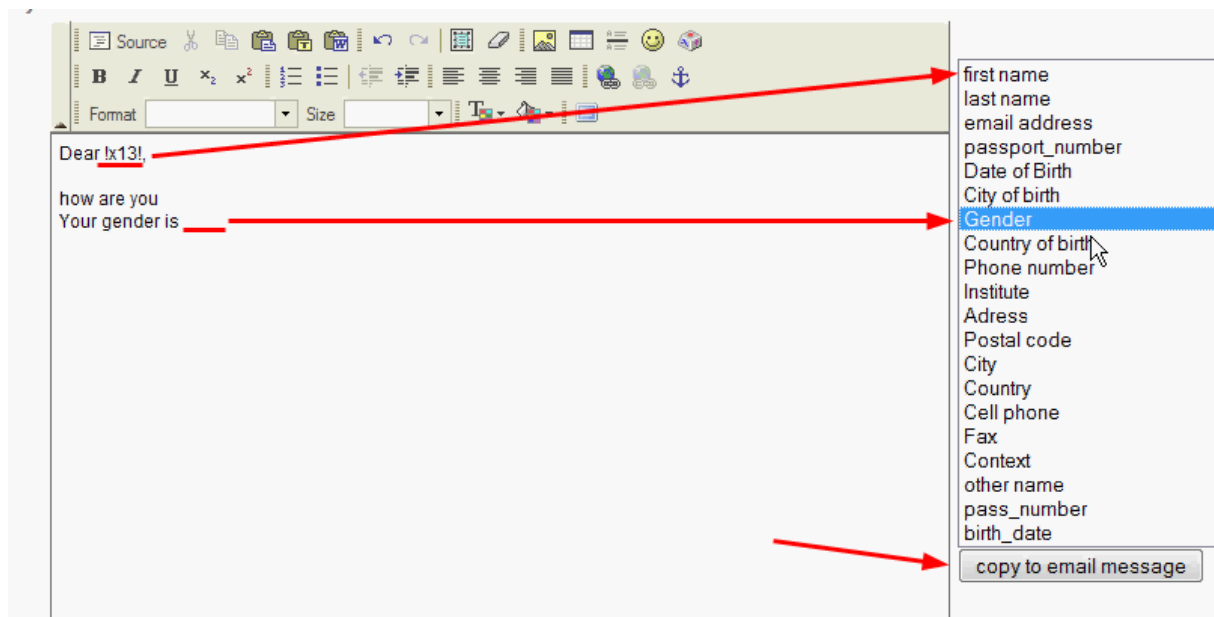


After selecting a certain list in a certain cohort, press the envelope icon next to “Send email to all people in this list”.





The Email-editing screen will allow you to make a choice between certain variables. In this case we select the first name. (and push copy to email message) This name is a variable form the fields in the database. By clicking on such a field, it will be entered into the emailbody. As for all members of the list, it will autoselect the right name of the email recipient, put into the body of the email.



As you see, you can add several fields into the textbody of the email. Every time, in every email, the correct datafields belonging to the certain user will be selected from the database. In this way you can make a layout of a standard email, and send it to lots of recipients, as personal data are being pulled from the database.

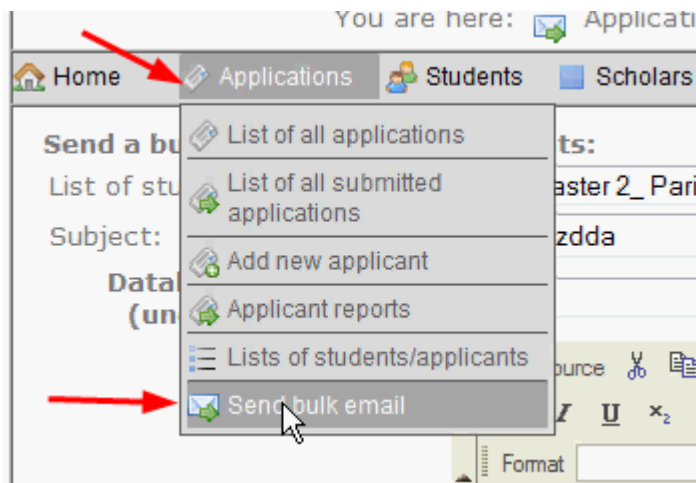
In addition of the persons in the selected list, you can add additional recipients of this email.

- By adding emailaddresses manually (first option)
- By adding them from a central emailaddress(list) in your EConsort instance
- By adding them from a personal emailaddresslist.

Message:		Adress Postal code City Country Cell phone Fax Context other name pass_number birth_date copy to email message
Send copy of mail to:	Add new email address	<u>tim.deprez@ugent.be;</u>
From:	<input type="radio"/> From central email address	
	<input checked="" type="radio"/> From personal email address	
Signature:	<input checked="" type="checkbox"/> Include standard signature	
Send email		

Besides of these option, you can select wether or not a signature will be added to the email.

Another option is to select “Send a bulk email” from the “Applications” tab.



You end up in exactly the same screen as by the previous way.

A screenshot of a web application form titled "Send a bulk email to a list of students:". The form contains several fields: "List of students:" with a dropdown menu showing "2008_Master 1_Ghent"; "Subject:" with a text input field; "Database attachments (under construction):" with a dropdown menu; and a large "Message:" text area. Below the "Message:" field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, etc.) and a "Format" dropdown. To the right of the form, there is a list of fields that can be included in the email: "first name", "last name", "email address", "passport_number", "Date of Birth", "City of birth", "Gender", "Country of birth", "Phone number", "Institute", "Address", "Postal code", "City", "Country", "Cell phone", "Fax", "Context", and "other name".

Send a bulk email to a list of students:

List of students:

Subject:

Database attachments (under construction):

Message:

- 2008_Master 1_Ghent
- 2008_Master 1_Ghent
- 2008_Master 1_Algarve
- 2008_Master 1_Bremen
- 2008_students from EU
- 2008_Master 2_Klaipeda
- 2008_Master 2_Oviedo
- 2008_Master 2_Paris
- 2008_All Master students
- 2008_students without scholarship
- Tim - as test user
- 2009_students Reserve list
- 2009_All Master students
- 2009_Non-Eu students with EU scholarship
- 2009_Master 1_Algarve
- 2009_Master 1_Bremen
- 2009_Master 1_Ghent
- 2009_EU students
- 2008_Thesis Ghent students
- 2008_students with EU scholarship
- 2009_Master 1_Ghent_non_belgian

By selecting the right list of students, you will make your choice of who will be the recipient of that email.

Setting up the body of the email is done as shown previously in this text.