

Create and Send an Ad-Hoc Email

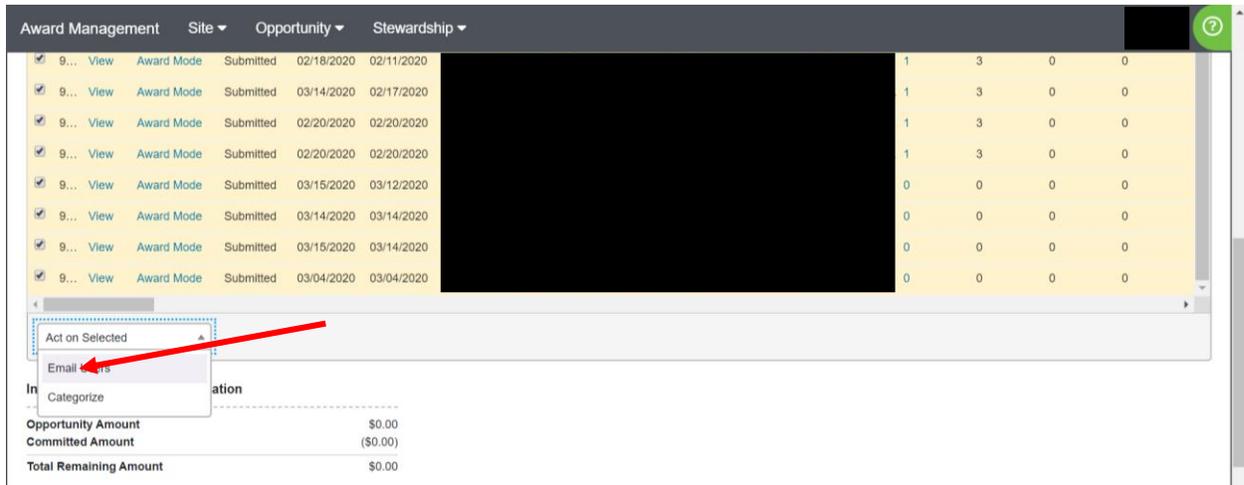
1. Find the group of applicants/users that you want to communicate with via email. In the below example, I've selected applicants that have submitted an application for a A&S Small Research and Travel Grant:

The screenshot shows the 'Award Management' interface for 'College of Arts & Sciences Small Research and Travel Grants'. The page includes navigation tabs for 'Details', 'Questions', 'Qualifications', 'Applications', 'Communications', 'Reviews', and 'Post-Acceptance'. A search bar is present with the text 'Begin typing to search by name, email address, or user ID...'. Below the search bar is a table titled 'Small Research and Travel Grants' with 1-23 of 23 items on Page 1. The table has columns: Id, View, Award Mode, Category, Categori..., Applied On, Primary Email, Email Aliases, Name, Reviewe..., Please requ..., Qualifica..., Assigned..., Complet..., Encumb..., and Er. The 'Category' column for the first row has a dropdown menu with 'Submit' selected, which is circled in red. The table contains several rows of applicant data, with some columns redacted by a black box.

2. Select the individual applicants by checking the boxes to the left of the applicant rows or select ALL applicants by checking the check box to the left in the grid header:

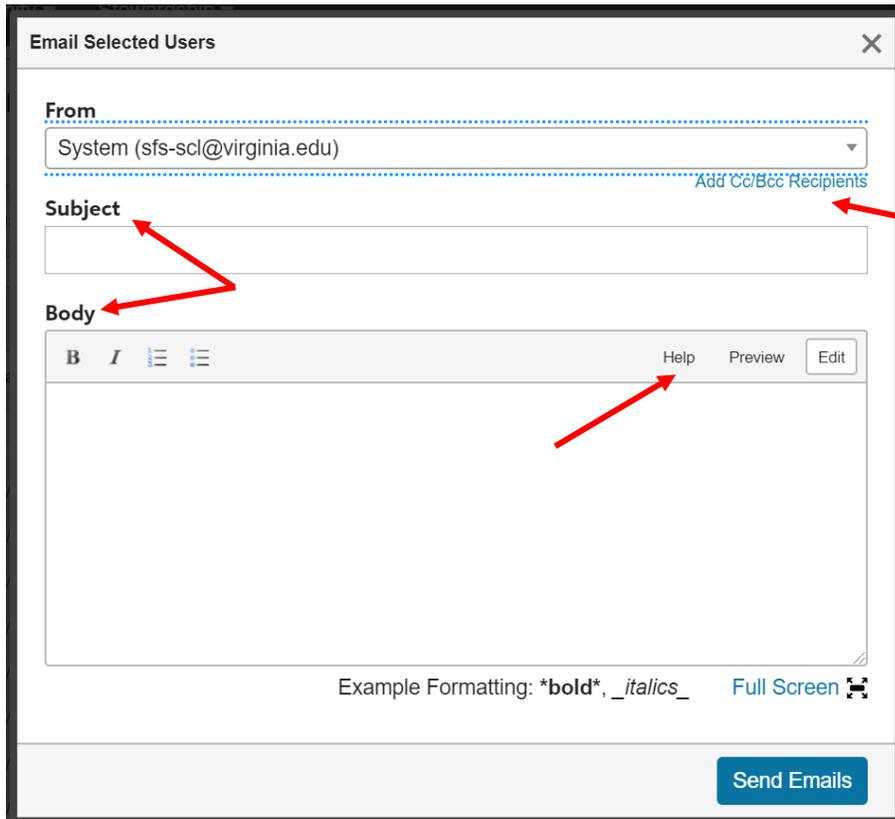
This screenshot shows the same 'Small Research and Travel Grants' table as the previous image. In this view, the 'Id' column for every row has a checked checkbox, indicating that all applicants are selected. A red arrow points to the first checked checkbox in the 'Id' column. The table content is otherwise identical to the previous screenshot, with some columns redacted by a black box.

- Once you have made your record selections, navigate to the bottom left and select 'Email Users' from the action dropdown box:



- The Email dialogue box will appear. Enter a subject and email content, select option to add a CC or BCC recipient (note that only one CC and/or one BCC is permitted per ad-hoc email).

Note: Limited email formatting (bold, italics, html link, bulleted/numbered list) is available – select the Help link in the email body to see examples.



5. Once you have entered content and are ready to generate emails, select the option to “Send Emails”:

Subject

2020 Small Research and Travel Grants

Body

Dear Spring 2020 Small Research and Travel Grant applicant:

We write to you with sad news. Unfortunately, due to the evolving pandemic (including stay-at-home orders), we have to cancel this cycle. We recommend that you keep all of your application materials (and ask your faculty project supporter to do the same with their letter) and plan on applying again in the next cycle. We are hopeful that we will be able to run a normal fall cycle in November. Please check back in early fall to verify.

Please contact [redacted] with any questions.

Best.

Example Formatting: ***bold***, *_italics_* Full Screen

Send Emails

6. The system will generate and send emails to the selected applicants, return to the grid view and indicate the number of emails being sent:

Award Management Site Opportunity Stewardship

23 messages will be sent momentarily.

Details Questions Qualifications Applications Communications Reviews Post-Acceptance

College of Arts & Sciences Small Research and Travel Grants
Winter 2020 | Ended 35 days ago

Notes History Award Mode

Begin typing to search by name, email address, or user ID...

Small Research and Travel Grants 1-23 of 23 Page 1

| Id | View | Award Mode | Category | Categori... | Applied On | Primary Email | Email Aliases | Name | Reviewe... | Please requ... | Qualifica... | Assigned... | Comple... | Encumb... | Er |
|------|------|------------|-----------|-------------|------------|---------------|---------------|------------|------------|----------------|--------------|-------------|-----------|-----------|----|
| 9... | View | Award Mode | Submitted | 03/09/2020 | 02/23/2020 | [redacted] | [redacted] | [redacted] | [redacted] | [redacted] | 1 | 3 | 0 | 0 | |
| 9... | View | Award Mode | Submitted | 03/03/2020 | 02/22/2020 | [redacted] | [redacted] | [redacted] | [redacted] | [redacted] | 1 | 3 | 0 | 0 | |