

Corporate Information Systems

<http://www.sussex.ac.uk/its/help/bishelp.php>

SSTU0136 - Student Applicant Group Email



Click **Clear** to clear the search criteria for a new search

Click on the arrows to access drop-down menu

Click **Find** to search for students

Click **Exit** to go back to the main menu

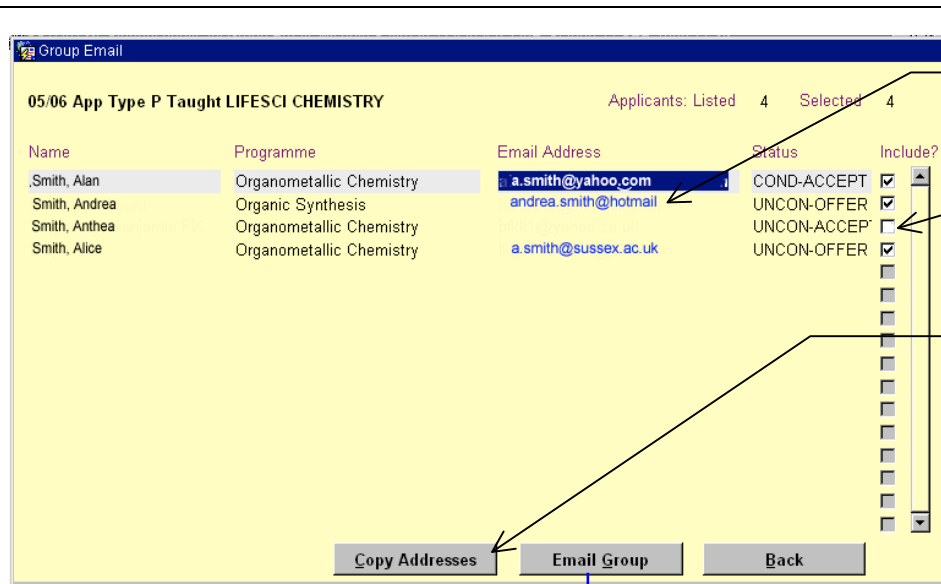
Searching for your Student Applicants

The **Student Applicant Group Email** screen will let you search for and email a group of applicants. You can choose different values in the search criteria to make your search more specific.

Explanation of Some of the Search Terms:

- **Academic Year** – The year in which the application is made
- **Application Type** – The area the applicant is applying to
- **MOA** – Mode of Attendance (e.g. Full-time, Part-time, or Distance Learning)
- **Entry Year and Month** – When the applicant will be starting his/her programme
- **Status** – Status of the Application (e.g. Deferred, Offer Accepted)

Once you have selected your search criteria click on the **Find** button to return your list of applicants

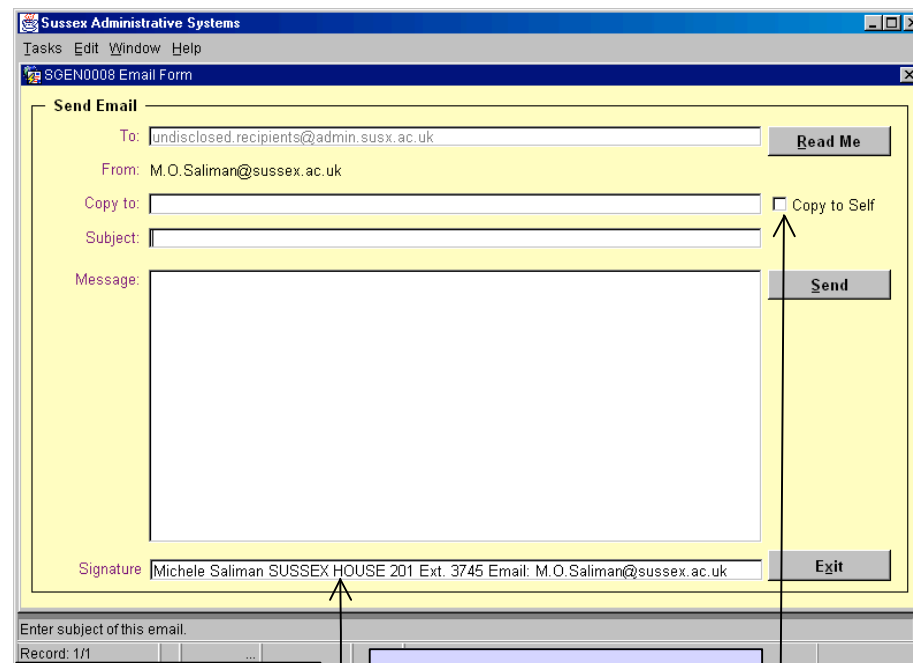


Click email address to email students individually

Students with no email address will not be included in the email

Click **Copy Addresses** button to copy addresses into your local email package – used when sending attachments

- After clicking the **Find** button your students will be listed on a new screen
- If a student has a university email account this email address will be displayed, otherwise this will default to a personal email address if one is listed on the system
- Students with no email account will not be included in the email.
- To email an attachment click the **Copy Addresses** button to copy and paste the email addresses into the **BCC** section of your local email package (e.g. Mulberry). These will appear as individual email addresses; however, your applicants will not be able to see each other's addresses when they receive the mail.
- If you would like to receive a copy, click the 'Copy to Self' check box
- Messages will go out to 'undisclosed.recipients@admin.susx.ac.uk'. This will stop the recipients from seeing who else has been emailed.



Your details will appear in the email footer

Click 'Copy to Self' to receive a copy of the email in your university account

- After composing message click Send button to send message to students