Tipsheet: Sending Departmental Emails from AY

Last Revised August 2013

Description: This document explains how to send departmental email messages to prospective students out of the Apply Yourself (AY) prospect module. (You may contact your Graduate School admissions contact for assistance with setting up email templates. A template must be created before an email can be sent out).

Process:

- Log into AY and from the Main Menu navigate as follows: Select a System > Prospect System > Request for Information.

On the menu bar, click on Search for Prospects.
Select **Search Using Query**. Click on the **Select** drop down menu to access the available queries.

Scroll down to the **Prospects by Program** heading and select the appropriate program (in this example, Art & Museum Studies).

Click on **Submit**. Your list of prospects (created after April 1, 2013) will appear.
On the bottom-right of the screen, click on **Apply to All**. This will choose all the prospective students on the list.

On the bottom-right of the screen, click on the drop down arrow next to **Select an Action**.

When the list of actions appears, choose Send Email.

This will take you to the screen where you can select which email to send out. Click on the drop down arrow next to **Select a Template**.

When the list of templates appears, scroll down to the appropriate departmental heading and select the email you wish to send (in this example, the AMUS folder and the AMUS Dept Email).
When you make your selection, the fields from the email template you choose will automatically fill in.

If you want to preview a copy of the email, click on the Preview button. Click X to close the window.
Next, be sure that the box next to **Record email in action history** is checked off. This will record when this email was sent to the prospective student.

If you do NOT want to send this email to those who have started only applications, check the box next to **Exclude all prospects matched to online applicants from distribution**.

Be sure to check the box next to **Do not send email to prospects that have already received this message**. Checking this box will ensure that prospective students only get this.

Click **Send** to send the message to prospective students.