In Slate, graduate programs can send a one-off email to their applicant. By doing so, the email message will automatically be attached to an applicant record and available on the Timeline tab. Follow the steps below to send email messages to an applicant.

**Sending a One-off Email to an Applicant**

Search for and find the applicant in Slate.

1. Go to the **Dashboard** tab.
2. Click an email link.

Go to the **Dashboard** tab, and click on the email link.

Updated on 08/18/2016
Your name and email address should be auto-populated in the **Sender** field. If you wish, you can change the recipient email address, but it is strongly recommended to use the email address available in the system. Type a subject and a message, and if you wish to add an attachment, click on the **Edit Attachments** link at the bottom right corner. Once everything is done, click **Send**.

If you would like to make sure that the email has been sent, go to the **Timeline** tab.

Updated on 08/18/2016
If the email message needs to be re-sent, click the email on the Timeline tab and click Resend.

If you wish to make changes in the message before you resend, you can do so. If everything looks good, click Send.

Please contact the Graduate Admission Office at gradadmin@missouri.edu with questions or for assistance.