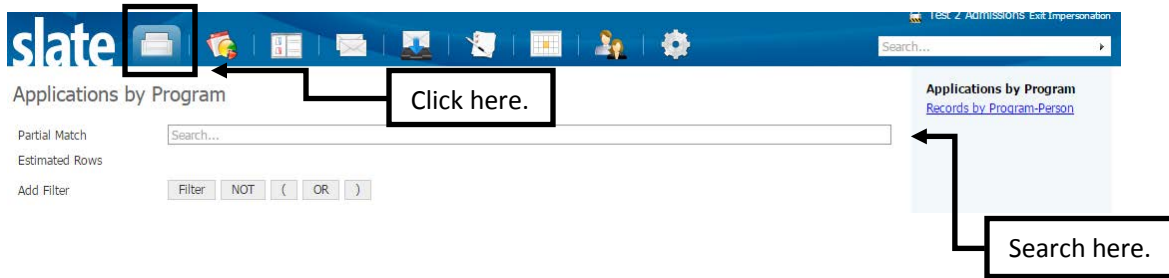


## Sending Email Messages from Slate

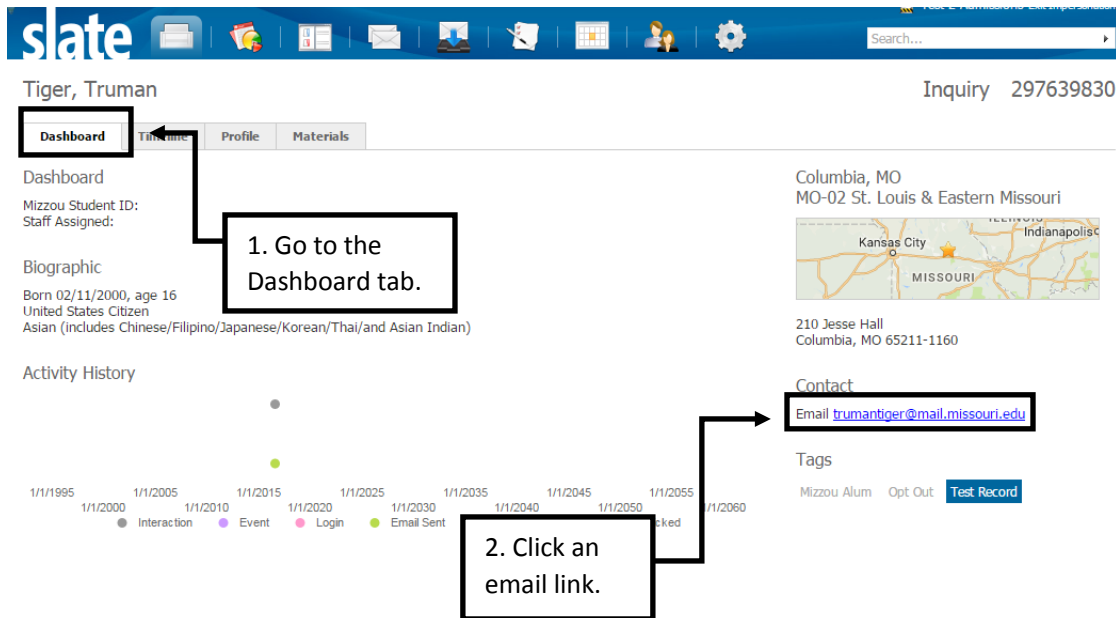
In Slate, graduate programs can send a one-off email to their applicant. By doing so, the email message will automatically be attached to an applicant record and available on the Timeline tab. Follow the steps below to send email messages to an applicant.

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

Search for and find the applicant in Slate.



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



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**.

The screenshot shows the 'Send Message' interface. Callout boxes provide the following instructions:

- Sender:** "Your name and email address should be auto-populated here." (Points to the text: "Test 2 Admissions" <tiger@missouri.edu>)
- Recipient:** "If you wish to send this email to a different email address provided by the applicant, select **Other** and enter the new email address." (Points to the dropdown menu showing 'Other' selected)
- Attachments:** "Click **Edit Attachments** in order to add an attachment." (Points to the 'Edit Attachments' link)
- Send:** "If everything looks good, click **Send**." (Points to the 'Send' button)

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

The screenshot shows the 'slate' dashboard with the 'Timeline' tab selected. A callout box points to the top entry in the timeline:

- 08/19 10:31:39 AM** Received Message Mizzou Graduate Admissions

Other entries in the timeline include:

- 08/18 5:40:27 PM Message Bounced University of Missouri Graduate Studies
- 08/18 5:40:25 PM Form Submitted Grad Studies Training Inquiry Form
- 08/16 3:35:50 PM Sent Message Mizzou Graduate Admissions
- 08/15 9:29:46 AM Sent Message Mizzou Application for Graduation Confirmation
- 08/12 10:57:11 AM Sent Message Recommendation Request from Hyosun Test
- 08/10 4:20:50 PM Sent Message Mizzou Application for Graduation Confirmation
- 08/10 4:09:47 PM Sent Message Mizzou Commencement Ceremony RSVP Confirmation
- 08/08 12:50:35 PM Sent Message Mizzou Graduate Application for Admission

If the email message needs to be re-sent, click the email on the **Timeline** tab and click **Resend**.

**Mizzou Graduate Admissions**

**Status** Sent (08/16/2016)  
**Sent** Tuesday, August 16, 2016 at 03:35 PM  
**Sender** "Test 2 Admissions" <tiger@missouri.edu>  
**Recipient** hyosunko724@gmail.com  
**Subject** Mizzou Graduate Admissions

Greetings, and thank you for contacting MU Graduate Admissions Office!

For the most current and comprehensive information about graduate studies at University of Missouri, please visit the Office of Graduate Studies' website <http://gradstudies.missouri.edu/> where you will find information that will help you to plan your graduate career plus instructions for applying to the University of Missouri.

On the Office of Graduate Studies' website you will find complete information about graduate studies at MU, from the application process to graduation/degree completion information. The Graduate application process is a decentralized, two-step process. Applicants are required to complete the [Graduate application for admission](#) and complete the application requirements of the academic programs. An A-Z list of MU's Graduate programs, along with contact information, application requirements, and academic program deadlines is available at <http://gradstudies.missouri.edu/academics/programs/a-z/index.php>.

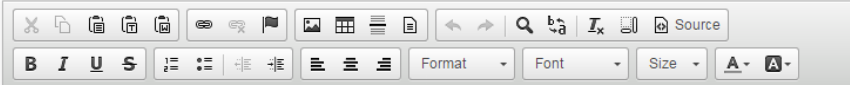
At <http://gradstudies.missouri.edu/financials/assistantships-fellowships/index.php> options for funding your education are explained. *Please note that if you are interested in financial support here at MU, you must apply for funding opportunities with your program of choice.*

International applicants may wish to visit the following websites for useful information:

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

**Send Message**

Sender: "Test 2 Admissions" <tiger@missouri.edu>  
Recipient: hyosunko724@gmail.com [send using alternate client](#)  
CC:  
Subject: Mizzou Graduate Admissions



Greetings, and thank you for contacting MU Graduate Admissions Office!

For the most current and comprehensive information about graduate studies at University of Missouri, please visit the Office of Graduate Studies' website <http://gradstudies.missouri.edu/> where you will find information that will help you to plan your graduate career plus instructions for applying to the University of Missouri.

On the Office of Graduate Studies' website you will find complete information about graduate studies at MU, from the application process to graduation/degree completion information. The Graduate application process is a decentralized, two-step process. Applicants are required to complete the [Graduate application for admission](#) and complete the application requirements of the academic programs. An A-Z list of MU's Graduate programs, along with contact information, application requirements, and academic program deadlines is available at <http://gradstudies.missouri.edu/academics/programs/a-z/index.php>.

At <http://gradstudies.missouri.edu/financials/assistantships-fellowships/index.php> options for funding your education are explained. *Please note that if you are interested in financial support here at MU, you must apply for funding opportunities with your program of choice.*

International applicants may wish to visit the following websites for useful information:

[Edit Attachments](#)

Please contact the Graduate Admission Office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) with questions or for assistance.