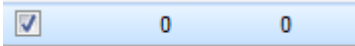

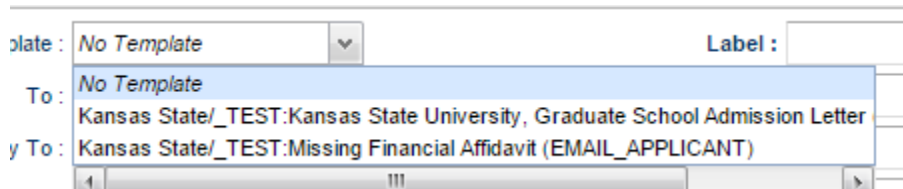


How to send an e-mail to an applicant through CollegeNET

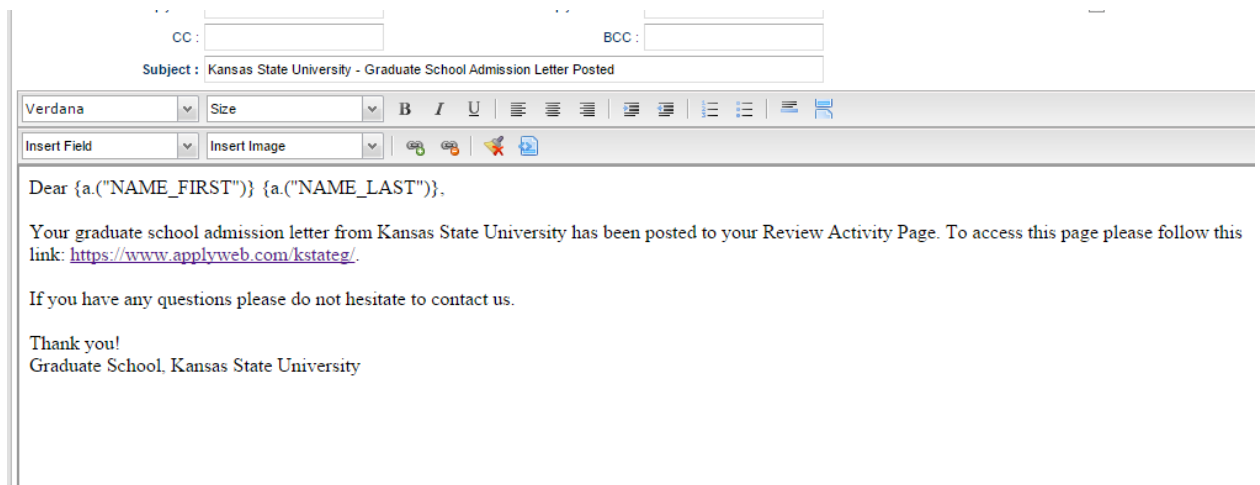
1. Be in the students application file or have the students application checked. If sending to multiple students you will need to check mark all applications necessary.



2. Click the e-mail icon 
3. Choose your template (templates can be created at any time by e-mailing jphoran@ksu.edu).



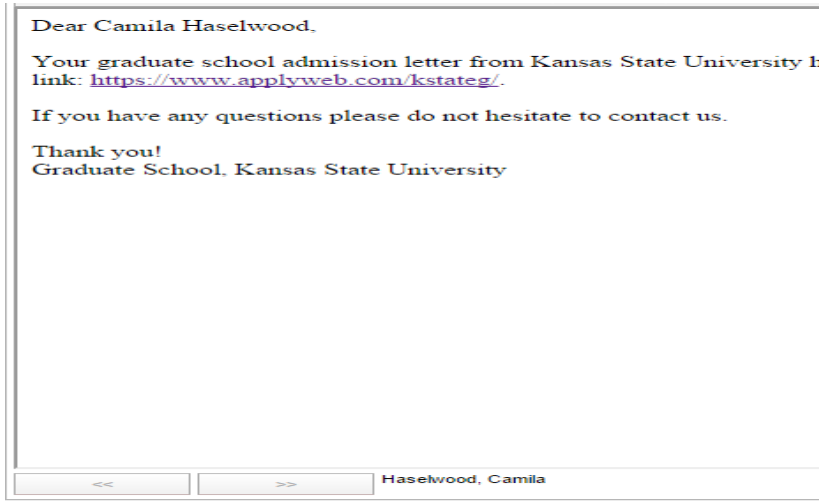
4. Once a template is chosen your template will display (example below).



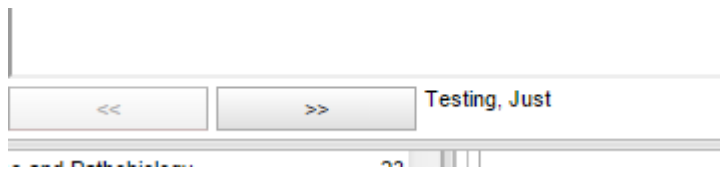
5. Make any adjustments to your e-mail and then click “preview” this will allow you to check who the e-mail is being sent to.



- The template will pull in the student's name (example below) or any other fields you have set up.



- If sending an e-mail to multiple students you can click through the names by clicking “preview” and then clicking the “right arrow.”



- To verify the e-mail was sent or to see e-mail history open the students file and go to the “e-mail activity tab.”

