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

1. Open the applicant’s record or select (check) the application. If sending to multiple applicants you will need to check mark all applications necessary.

2. Click the e-mail icon.

3. Choose your template or type/paste your email. If you are not using a template, be sure the from address ends with @ksu.edu.

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

5. Make any adjustments to your e-mail. Any editing you do here will be specific to this particular email task and will not alter a stored template. Click Preview to check who the e-mail is being sent to.
6. The template will display in the applicant’s name (example below). Click Preview again to cancel the preview.

Dear Camila Haselwood,

Your graduate school admission letter from Kansas State University is
link: https://www.applyweb.com/kstateg

If you have any questions please do not hesitate to contact us.

Thank you!
Graduate School, Kansas State University

7. If sending an e-mail to multiple applicants you can click through the names by clicking “Preview” and using the << >> arrows. Click Preview again to finish the preview.

8. Click Send to send the email(s). A confirmation will be displayed.

9. Use the Email Activity tab to review previously sent messages. If you have recently sent a message, it may not be listed until after the email queue has been processed.