



How to Send Out Emails to Event Participants

You can email event participants directly from the WueStudy system. This feature is available to WueStudy users in the role of 'Lecturer'.

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Go to 'Course organization' and select 'My exams/events' or click the 'My exams/events' tile.

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Go to the relevant parallel group and open the participant list by clicking the corresponding icon in the 'Actions' column.

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Click 'Show filter' above the table.

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In the window that will open, you can filter course participants by status.

Tick for example 'cancelled' to display a list of canceled event participants. When you are done, click 'Save'.

Do the same for other statuses, e.g. 'registered' or 'rejected.



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The event participants that have the status in question will then be added to the list. The example here shows a list of rejected participants.

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You now have two options for sending out emails to the course participants on the list:

1. Emails without attachments:

Go to 'Choose order' -> 'Serien-E-Mail an alle Veranstaltungs-Teilnehmer'



In the window that will open, you can compose your email and send it by clicking 'Submit'.





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2. Emails with attachments:

Click 'Edit table' above the table.

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In the window that will open, tick 'numbering' and 'checkbox for mail delivery', make sure that the other boxes are unticked and click 'Close'.

🏦 Rooms	📕 Profile
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Select the type of email client you are using and click 'Save'.

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Select 'Send email (using local mail client)'.

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This will open a new message window in your email client. The 'Bcc' field will be pre-filled with the event participants on your list. Type your message, attach your attachments and send your email.

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