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'.

Go to 'Course organization' and select 'My exams/events' or click the 'My exams/events' tile.
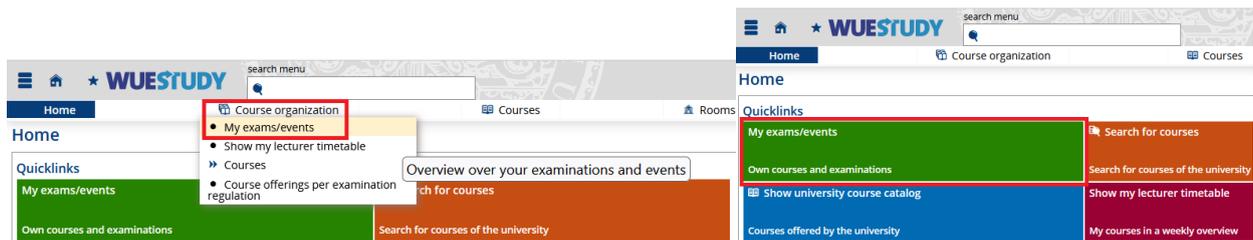
Go to the relevant parallel group and open the participant list by clicking the corresponding icon in the 'Actions' column.
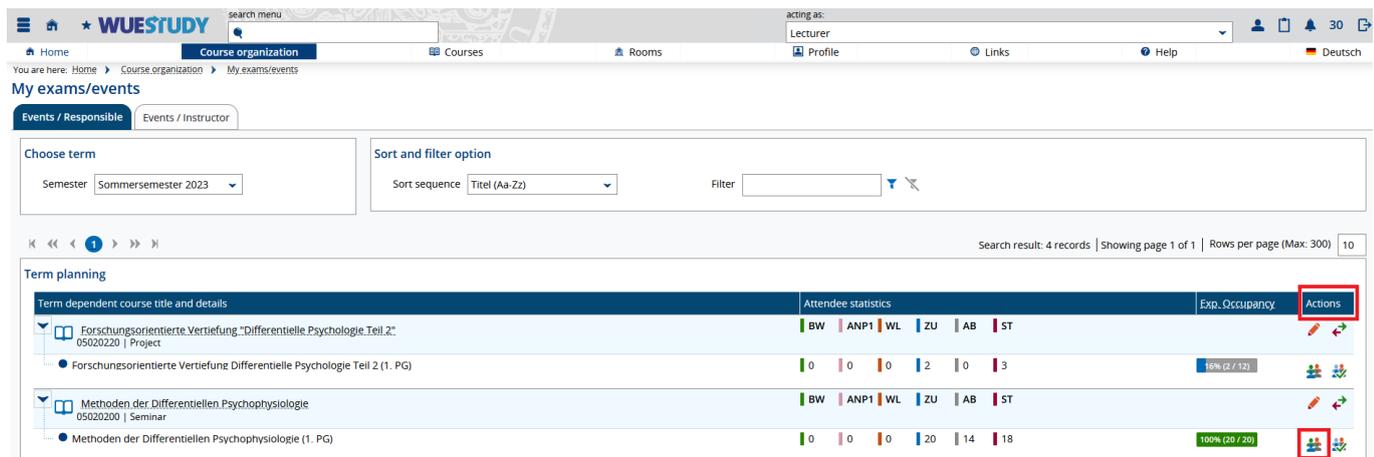
Click 'Show filter' above the table.
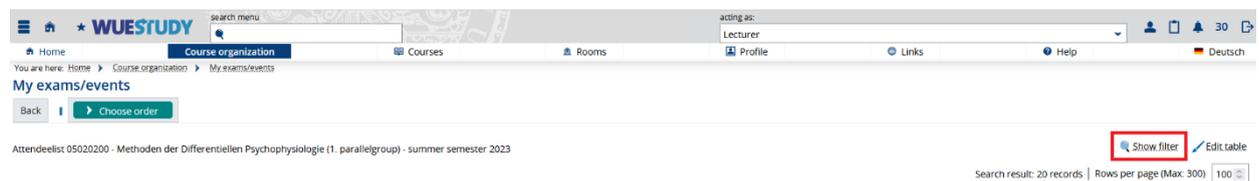
In the window that will open, you can filter course participants by status.

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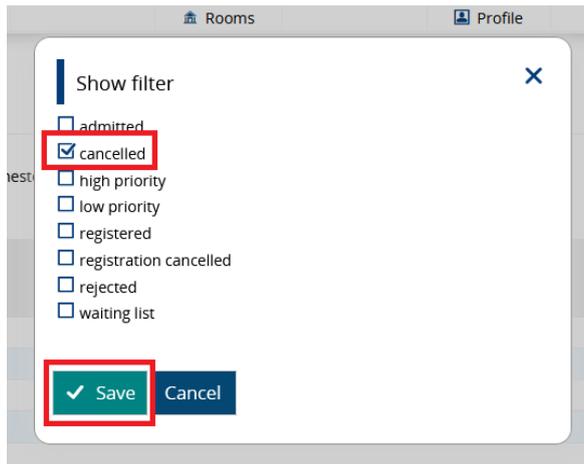
The event participants that have the status in question will then be added to the list.
The example here shows a list of rejected participants.

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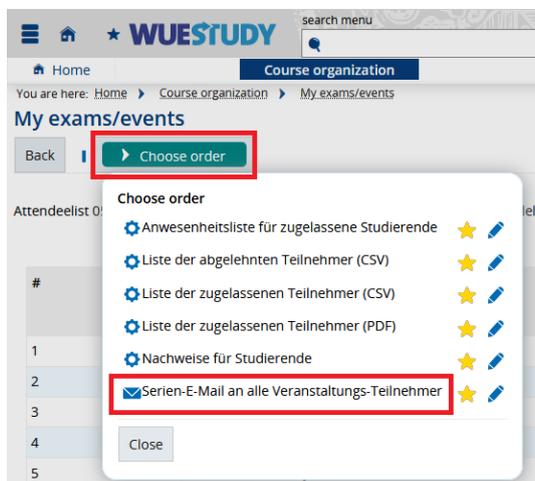
In the window that will open, you can compose your email and send it by clicking 'Submit'.

2. Emails with attachments:

Click 'Edit table' above the table.

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

Click 'Lokalen E-Mail Client konfigurieren' underneath the table.

Select the type of email client you are using and click 'Save'.

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

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.