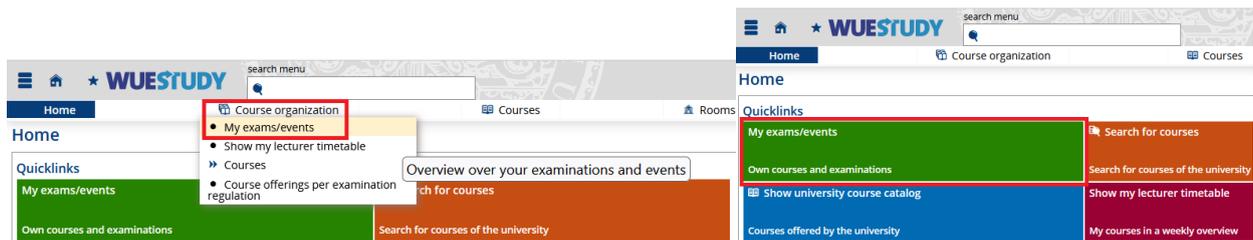


# How to Send Out Emails to Event Participants

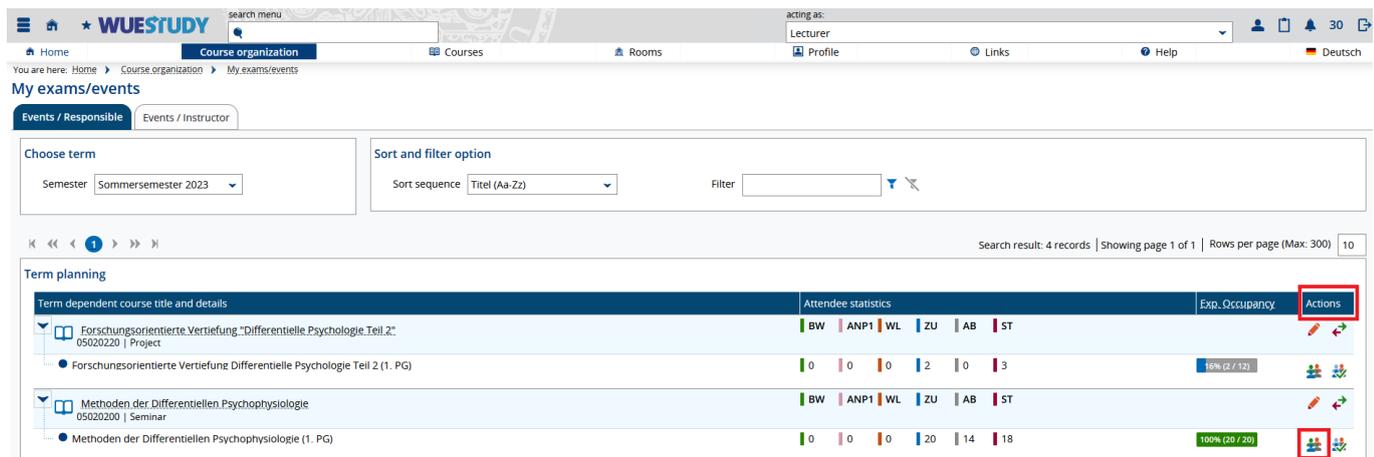
You can email event participants directly from the WueStudy system. This feature is available to WueStudy users in the role of 'Lecturer'.



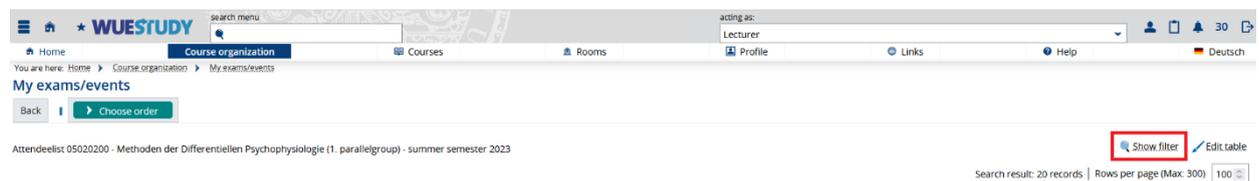
Go to 'Course organization' and select 'My exams/events' or click the 'My exams/events' tile.



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



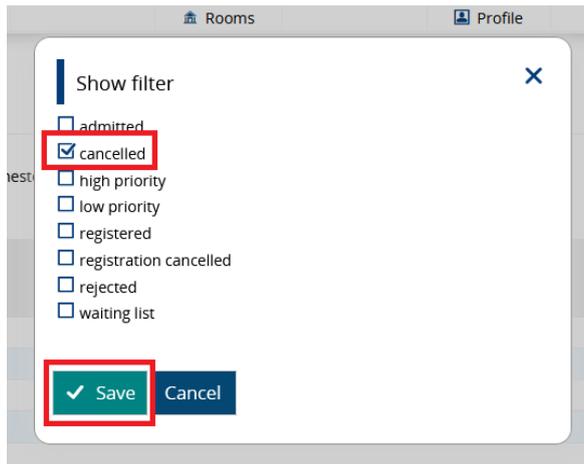
Click 'Show filter' above the table.



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.

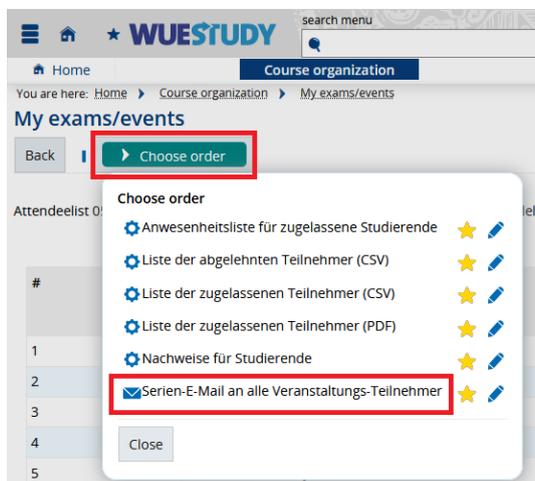
The image shows a table of participants with the following columns: #, checkbox for mail delivery, name, and Status. The 'checkbox' and 'Status' columns are highlighted with red boxes. The table contains 10 rows of data, all with a status of 'rejected'.

#	checkbox for mail delivery	name	Status
1	<input checked="" type="checkbox"/>	Bl	rejected
2	<input checked="" type="checkbox"/>	Ci	rejected
3	<input checked="" type="checkbox"/>	Ci	rejected
4	<input checked="" type="checkbox"/>	H	rejected
5	<input checked="" type="checkbox"/>	H	rejected
6	<input checked="" type="checkbox"/>	Ki	rejected
7	<input checked="" type="checkbox"/>	M	rejected
8	<input checked="" type="checkbox"/>	M	rejected
9	<input checked="" type="checkbox"/>	Sc	rejected
10	<input checked="" type="checkbox"/>	Ti	rejected

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'.



WUESTUDY Course organization Courses Rooms Profile Links Help Deutsch

You are here: Home > Course organization > My exams/events

My exams/events

Atendeflex 05020200 - Methoden der Differentiellen Psychophysiologie (1. Parallelgruppe) - Sommersemester 2023

#	checkbox for mail delivery	name
1	<input checked="" type="checkbox"/>	B
2	<input checked="" type="checkbox"/>	G
3	<input checked="" type="checkbox"/>	G
4	<input checked="" type="checkbox"/>	H
5	<input checked="" type="checkbox"/>	H
6	<input checked="" type="checkbox"/>	K
7	<input checked="" type="checkbox"/>	M
8	<input checked="" type="checkbox"/>	M
9	<input checked="" type="checkbox"/>	S
10	<input checked="" type="checkbox"/>	T
11	<input checked="" type="checkbox"/>	U
12	<input checked="" type="checkbox"/>	W
13	<input checked="" type="checkbox"/>	W
14	<input checked="" type="checkbox"/>	W

Print view Excel Export Send e-mail (using local mail client) **Lokalen E-Mail-Client konfigurieren**

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

Lokalen E-Mail-Client konfigurieren

Standard-konformer E-Mail Client (die meisten, z.B. Mozilla Thunderbird, Apple Mail) - Separiert durch Komma

Microsoft-artiger E-Mail Client (z.B. Outlook, Entourage) - Separiert durch Semikolon

Cancel

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

WUESTUDY Course organization Courses Rooms Profile Links Help Deutsch

You are here: Home > Course organization > My exams/events

My exams/events

Atendeflex 05020200 - Methoden der Differentiellen Psychophysiologie (1. Parallelgruppe) - Sommersemester 2023

#	checkbox for mail delivery	name
1	<input checked="" type="checkbox"/>	B
2	<input checked="" type="checkbox"/>	G
3	<input checked="" type="checkbox"/>	G
4	<input checked="" type="checkbox"/>	H
5	<input checked="" type="checkbox"/>	H
6	<input checked="" type="checkbox"/>	K
7	<input checked="" type="checkbox"/>	M
8	<input checked="" type="checkbox"/>	M
9	<input checked="" type="checkbox"/>	S
10	<input checked="" type="checkbox"/>	T
11	<input checked="" type="checkbox"/>	U
12	<input checked="" type="checkbox"/>	W
13	<input checked="" type="checkbox"/>	W
14	<input checked="" type="checkbox"/>	W

Print view Excel Export **Send e-mail (using local mail client)** Lokalen E-Mail-Client konfigurieren

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.

05020200 - Methoden der Differentiellen Psychophysiologie (1. Parallelgruppe) - Sommersemester 2023 - Nachricht (HTML)

Datei Nachricht Einfügen Optionen Text formatieren Überprüfen Hilfe Was möchten Sie tun?

Calibri (Textkör) 11 F K U A

Senden

Von

An

Cc

Bcc

Betreff 05020200 - Methoden der Differentiellen Psychophysiologie (1. Parallelgruppe) - Sommersemester 2023