

## How to Send Out Emails to Examinees

You can email examinees directly from the WueStudy system. This feature is available to both WueStudy users in the role of 'Examiner' and users in the role of 'Substitute Examiner'.

Open the grade entry page for the relevant exam under 'Course organisation' -> 'My exams/events' or the quicklink 'My exams/events'. Also possible to open directly under 'Achievements -> 'Grading' or the quckling 'Grading'.

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Home	🛱 Course organization	Achievements				
Home	<ul> <li>My exams/events</li> </ul>					
Quicklinks						
My exams/events		Grading				
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	search menu					
Home	Course organization	Achievements				
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Open the button 'Edit grades' for the desired exam under 'Actions'.

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You are here: Home > Course.organization > My.exams/events				
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Exam details	EP.	Assessment type Date	e Room Attendee statistics	Pub,status Actions
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Basic Research in Psychology 1	1	Not specified	0 0 0	0

At the top of the page, you will find a navigation bar 'Choose order' that contains, among other things, a drop-down menu. Select 'Serien-E-Mail an Prüfungs-Teilnehmer' (Email all examinees) from that drop-down menu.

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My exams/events	1					
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Number: 330777   Prüfung: Psychologische Grundlagenforschung 1   Semester: Sommers			Sommers	Liste der Prüfungsteilnehmer (Excel)	*	
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Doing so will open the integrated email client. The 'Sender' field will be pre-filled with your email address.

Type in a subject line and enter your message in the 'HTML Inhalt' field.

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WÜRZBURG

When you are done, click 'Submit' to send your email. Your email will be sent in the background.



As soon as your email has been sent, you will find a message in your WueStudy user account to notify you of that fact.



Please be aware that this email feature does not currently allow you to send emails with attachments.