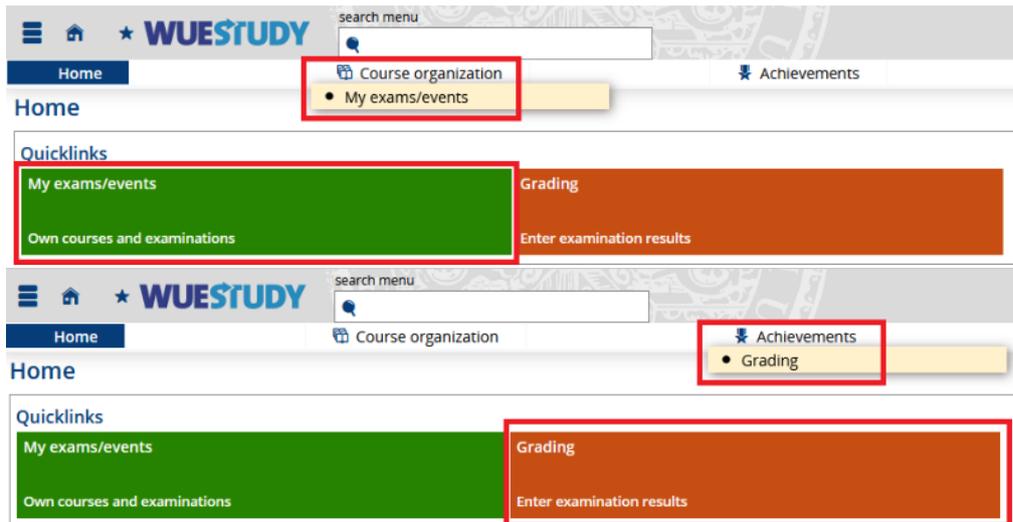


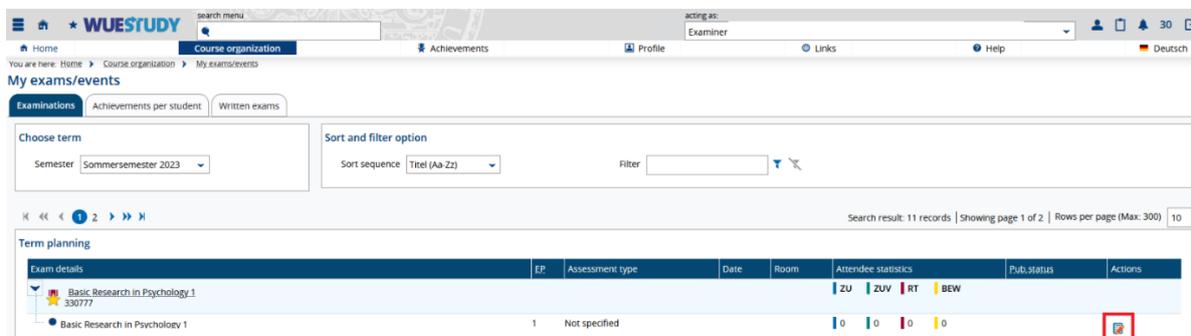
# How to Send Out Emails to Examinees

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 quicklink 'Grading'.



Open the button 'Edit grades' for the desired exam under 'Actions'.



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.

