



Tip Sheet: Sending Emails through Seamless WBL

You can now send emails to individuals or groups through Seamless with the Email Broadcast feature. To create an email blast, click into the Email Broadcast menu item, and hit the Add Email Broadcast at the top of the page. You can then build your email as follows:

1. Create your email text in the Subject and Email Body fields. The email will be sent from Seamless WBL, but you can specify the email address people will respond to by adding yours to the Reply To field.
2. Include any attachments by adding them in the Attachment field.

Sending Emails - Email Template

The screenshot shows the 'Add Email Broadcast' interface in the Seamless WBL system. The left sidebar contains navigation options: Dashboard, Partners, WBL, Advisory Boards, Reports, Students, General Resources, Email Broadcast (highlighted), and Knowledge Base. The main content area is titled 'Add Email Broadcast' and includes a breadcrumb trail: Dashboard > Manage Email Broadcast > Add Email Broadcast. At the top right, there are links for 'Switch To Administrator Dashboard', 'Help', and a user profile for 'Brett'. The form fields are as follows:

- Subject:** An empty text input field.
- Email Body:** A rich text editor containing the Seamless WBL logo and the text 'Best Regards.'.
- Reply To:** A text input field containing 'brett2@nc3t.com'.
- Attachment:** A text input field with a 'Select File' button. Below it, a note states: '(Allowed file type: jpg, gif, png, pdf, docx, xls. Max file size 5MB)'. There is also a 'Cancel' button next to the input field.
- Student Tags:** A dropdown menu labeled 'Select Student Tags' and a text input field labeled 'Select Student'.
- Partner:** A dropdown menu labeled 'Select Partner' and a text input field labeled 'Select Employer Tags'.
- Additional Recipient:** A text input field with the placeholder text 'Add Email By Comma-Separated'.
- Send Date & Time:** A date and time picker.
- Send Now:** A checkbox.
- Send Test Email Template:** A checkbox.

At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE'.

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3. Select the audience(s) to whom you would like to send your email. You can include students and/or your own partners (from the My Partners area in the educator portal). You can select individuals, groups by tag, or both.
 4. Add any other individuals to your email with the Additional Recipient field.
 5. Set the date and time you would like the email to be sent in the Send Date and Time field. If you would like to send it immediately, simply use the Send Now button. If you'd like to preview your email before sending, select the Send Email Test Template button to receive a preview in your inbox.

Once sent, a copy of your email will be included on the main page of this area. You can view it anytime with the View button, as well as copy the text to use for future e-mails..

