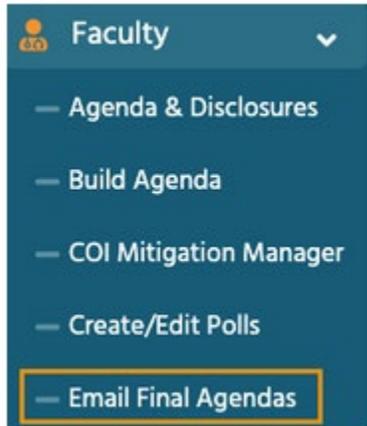


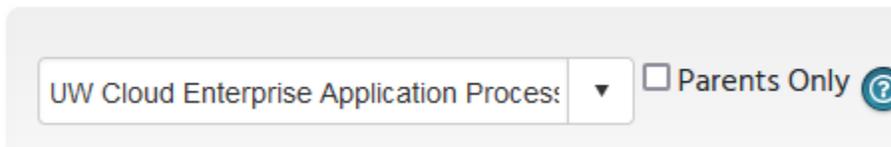
# Email Final Agendas

Use the **Email Final Agendas** screen to email Faculty a list of currently assigned presentations or communication that includes their agenda. This screen displays all of the Faculty assigned presentations that exist for an activity.

To access this screen, from the Main Menu, go to **Faculty > Email Final Agendas**.



1. To view a faculty assignment, select an activity from the activity search field.



2. The screen will then display a complete list of Faculty assigned to the activity on the **Review Faculty Assignments** tab.

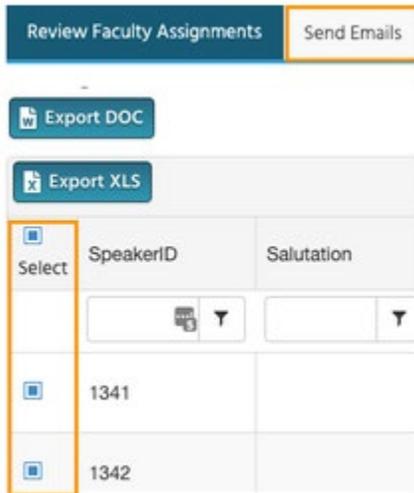
A screenshot of the 'Review Faculty Assignments' screen. At the top, there is a search field with 'Diabetes Care NY (2433)' and a 'Parents Only' checkbox. Below the search field are two tabs: 'Review Faculty Assignments' (selected) and 'Send Emails'. There are two buttons: 'Export DOC' and 'Export XLS'. Below the buttons is a table with the following columns: Select, SpeakerID, Salutation, First, Last, Full Name, Title, Organization, City, State, Country, Course, and Session.

Select	SpeakerID	Salutation	First	Last	Full Name	Title	Organization	City	State	Country	Course	Session
<input type="checkbox"/>												
<input type="checkbox"/>	1341		Nicole	Younce	Nicole Younce, CTR		CloudCME	cityplace	OH	UNITED STATES	Diabetes Care NY	General Sessio
<input type="checkbox"/>	1342		Jennifer	Donnelly	Jennifer Donnelly, BSN						Diabetes Care NY	General Sessio

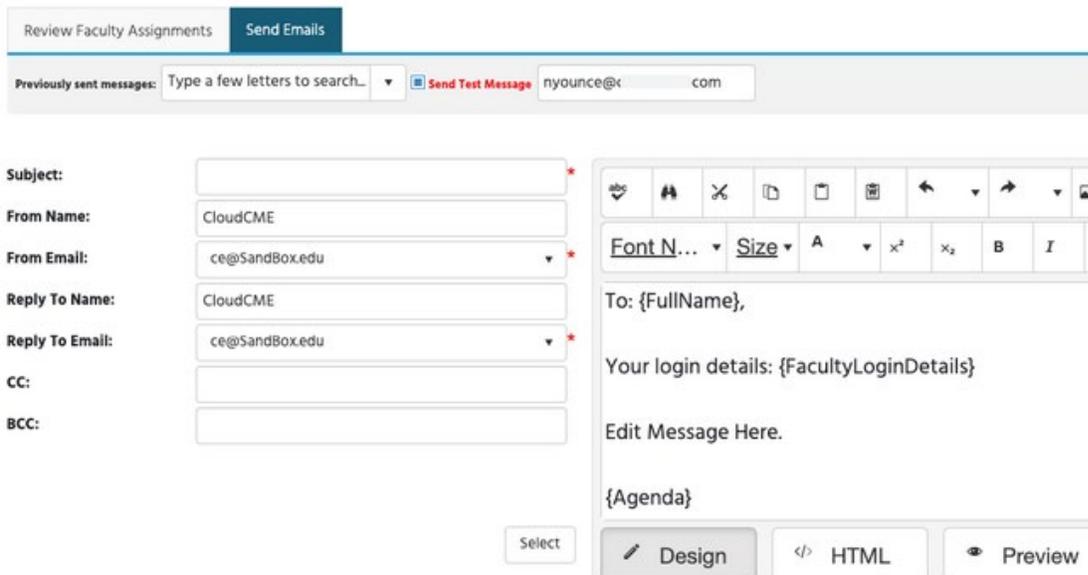
# Email Final Agendas

To send Faculty an email with their specific assignments:

1. Select the Faculty to email. Use the **Select** all checkbox to select all Faculty or select the box by the faculty members to email (to the left of the **SpeakerID** column). Click the **Send Emails** tab.



2. Fill out the required email fields and email body content. The **{Agenda}** merge code will automatically add a table of the courses to which the recipients are assigned. An example is below.



Please change the From Name and Reply to Name for the email. Emails will come directly from UW CME. Add your email on the CC line and provide instructions in the email, "Do Not Reply" to this email but rather email the coordinator and provide that email address.

When entering the email body content, you will need to manually type content or select the



to import content from Word.

3. Once the message has been composed, send yourself a test message to review the email before it is sent. When the email is ready, uncheck the **Send Test Message** checkbox and click **Send Email**. The test message box is automatically checked first.

Previously sent messages: Type a few letters to search...  Send Test Message nyounce@c... .com

**Subject:**

**From Name:** CloudCME

**From Email:** ce@SandBox.edu

**Reply To Name:** CloudCME

**Reply To Email:** ce@SandBox.edu

**CC:**

**BCC:**

Attachment (1 mb max file size):  
No attachment uploaded

Select

Font N... Size A x<sup>2</sup> x<sub>2</sub> B I U

To: {FullName},

Your login details: {FacultyLoginDetails}

Edit Message Here.

{Agenda}

Design HTML Preview

Send Email

After you review the test email and are satisfied with the content, uncheck the Test Message box and send the email. See the General Merge Fields Handout to add information as a merge field to your email.