This tutorial explains how you can send emails directly from within ApplyYourself

1. Do a search to find your applicant(s). You can email as many or as few applicants as you like. On the Search Results page, click the checkbox next to the applicant’s name(s), then select “Send Email” from the “Select an Action” drop down menu, then click “go”

2. On the next page, find the “Select a Template” drop-down and select “PROGRAM EMAIL – please read instructions”.

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3. Enter your customized text in the **Subject** and **Message** fields. **Do NOT change the text highlighted in red below!**

You can also put text in the **Sender** field. (Many programs put their program name, such as “Vet Medicine – University of Minnesota”); and an email address in the **Reply To** field if you wish. Finally, remember to UN-check the box directly under the Action Label field...this ensures that all of your selected applicants will receive your message.

When you are ready, click “send”.

**Do NOT modify this area...this code populates the email greeting with the applicant’s first and last name.**

**Change the Action Label to reflect the content of your email. This label appears in the applicant’s action history after you send the email.**

**Un-check this box!!!!** If this box is checked, applicants who have received a previous version of this email will NOT receive your current message.

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4. You will see a message at the top of this screen verifying that your email was sent.

5. For future reference, you can pull up an applicant record and click on the **view history** button to see a record of when the email was sent.

In the “Action History” box, the Action Label that you entered on the Send Email screen appears here.