

Email your course participants

You can email participants in courses that you tutor.

Tutors usually can't email participants in courses run by other tutors.

Before you start make sure that POP-UPS are enabled on your computer!

1. **Log in to U-MAS.**
2. Click the **Send Emails link** in the left side menu.
3. On the Send Emails screen, **choose the Enrolments tab.**
4. Configure the email:
 - In the first text field, you can add a custom reply-to email address (e.g. your own email address). Note: The email will be sent from the U3A's general email address, and if a custom reply-to address is not set, the reply-to address will be the general address.
 - Add a CC address(es) if required, in the second field.
 - Fill in the Subject field.
 - Fill in the email body.
 - If you want to use an email that you have previously sent as a base, you can select from the emails available in the **"Restore previous email" dropdown**: This will fill the reply-to, subject, and email body fields with the content from the selected previous email.
 - Choose a Course: **Choose the class that you want to email.** (You can choose from any course that you lead.)
 - By default, the email will not be sent to members who are waitlisted for the selected course, or who are enrolled but whose membership is inactive. You can include these people by ticking the appropriate box(es), selecting from **"Include Wait Listed"**, **"Send only to Wait Listed"**, and **"Include Inactive"**.
 - If you want to send a copy of the email to yourself, **tick Email the leader**
5. Click the **Send Enrolment Emails button.**
6. You'll see a confirmation message: Check that the details are as expected, including the number of emails to be sent and the information regarding any attachments. If everything looks ok, **click Yes** to confirm and send the email.
7. A list will be displayed showing the members to whom the email has been sent. . Members without a valid email address will need to be contacted by phone or SMS