



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Sending Emails

Advising and Risk Management (ARM)

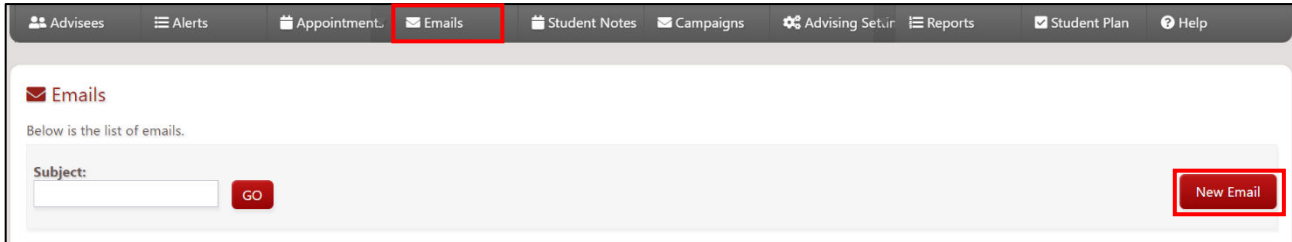
Advisor Guide

Center for Student Success

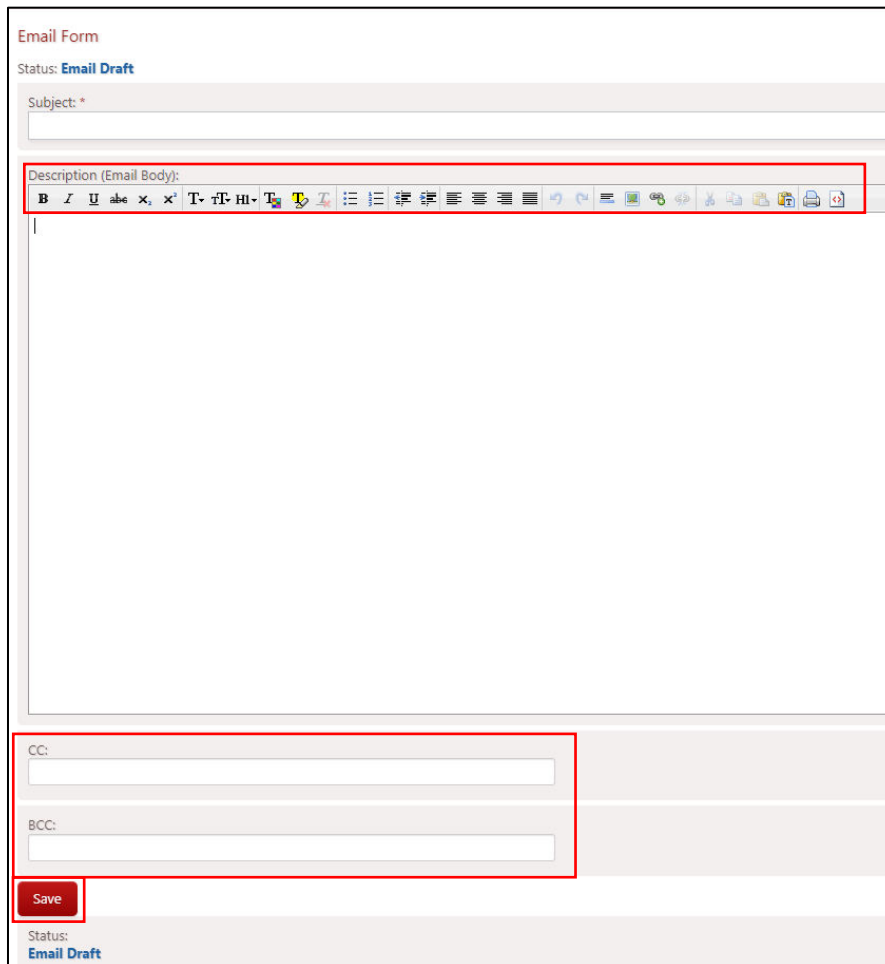
Last updated on October 14, 2023.

Sending Emails

1. Click on **Emails** (in the main menu), and then select **New Email Button**.



2. Fill in the required fields.
3. Format your text in the **Description (Email Body)** using the toolbar.
4. Add email addresses in **CC** and **BC** fields.
5. **Save** your email draft.

A screenshot of the 'Email Form' interface. The 'Status' is 'Email Draft'. The 'Subject:' field is empty. The 'Description (Email Body):' field has a rich text toolbar above it, which is highlighted with a red box. Below the description field, the 'CC:' and 'BCC:' fields are also highlighted with a red box. At the bottom left, a 'Save' button is highlighted with a red box. The status at the bottom is 'Email Draft'.

6. In the **Emalee List**, click **Add students** button.



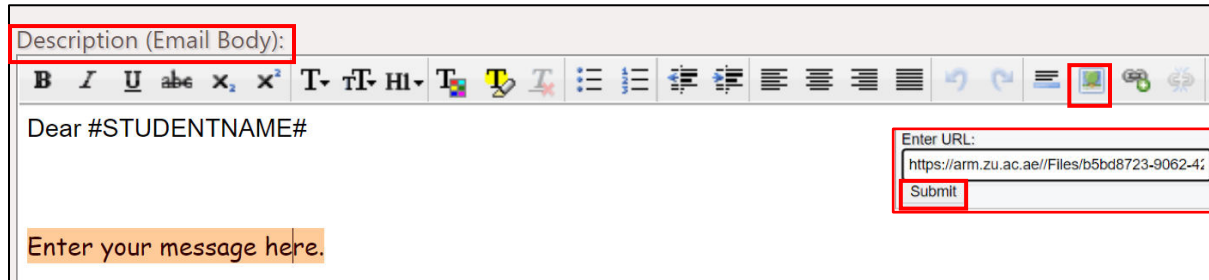
7. In the **Supporting Documents** section, **Choose File** if required and then click **Upload File**.
8. Insert a picture by clicking on **Choose File**, browse an image file and then click on **Upload File** button
9. Once the image file is uploaded, select and copy the image URL to insert into the message body.

Note: Files and images should not exceed 5MB.



File Name	Preview	Image URL (copy link to insert into message body)
CSS logo.jpg	View	https://arm.zu.ac.ae/Files/82a6a901-0e66-419c-8f6a-af115722ff17.jpg

- Go back to the Description (**Email Body**) filed, click in the position that you want to insert your image. In the toolbar, click **Insert Image** icon and paste the URL - Click **Submit** button.

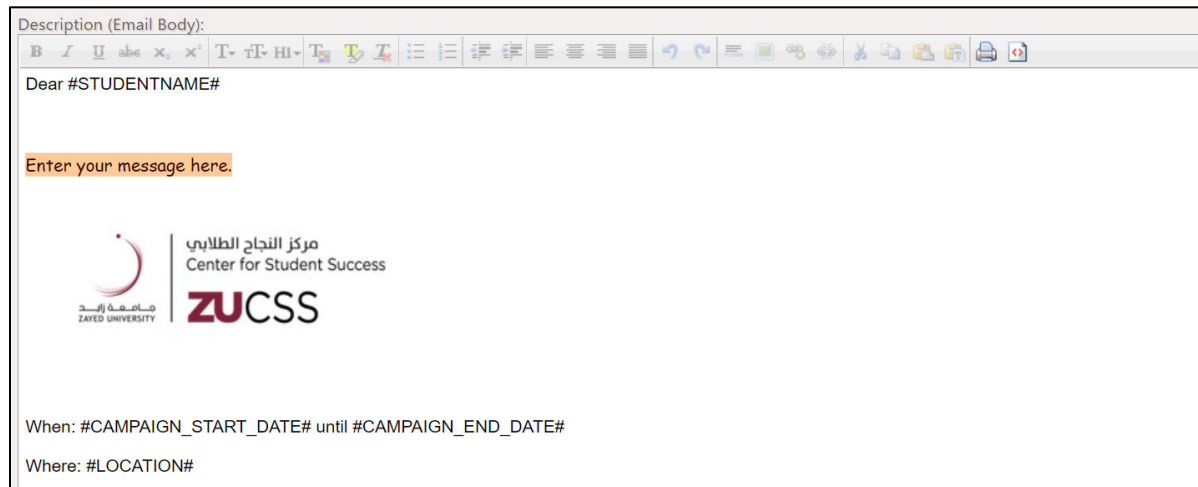


Description (Email Body):

Dear #STUDENTNAME#

Enter your message here.


Enter URL:
<https://arm.zu.ac.ae/Files/b5bd8723-9062-4>
Submit



Description (Email Body):

Dear #STUDENTNAME#

Enter your message here.

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When: #CAMPAIGN_START_DATE# until #CAMPAIGN_END_DATE#
Where: #LOCATION#

The image will be inserted.

Note:

- XLSX, DOCX & PDF files will be uploaded directly with no need to copy the URL and paste in the Email Description filed.

- Before sending out the email to your students, you can send a test e-mail by clicking on the **Test Email** button.
- Close Form** to save the email as a draft.
- Once you are ready to send the email to your students, click on the **Send Email** in the email Form.



Send Email Test E-mail Close Form