

# Post Office

## E\*Value | Administration | Emails | Post Office

### About

The **Post Office** tool in E\*Value allows an Administrator to send emails to E\*Value users for any reason. Begin by filtering for the users you would like to email. You can filter for a specific user, or you can filter by schedule. When you filter by schedule, the email will be sent based on who is scheduled for the course, site and Time Frame. This tool can be used to email users their user login ID and password.

### Selecting Recipients

You can use the available filters to select an individual or group of individuals, as described below:

<b>From:</b>	Administrator, Program
<b>User Status:</b>	Active Users
<b>Users:</b>	{All Users}
<b>Groups:</b>	{All Groups}
<b>Roles:</b>	{All Roles}
<b>Ranks:</b>	{All Ranks}
<b>Include Login and Password in Email?</b>	No

1. **From:** Select the user that should appear as the email sender.
2. **User Status:** Filter the **Users** list below this field by selecting 'Active' or 'Pre/Post Activation' users.
3. **Users:** If there is a specific user you want to send the email to, select his or her name from the list.
4. **Groups, Roles, Ranks:** Base the email recipients on members of a specific people group, or users assigned a particular role/rank using the filters provided.
5. **Include Login and Password in Email?:** You have the option of whether or not to automatically include the user name and password of the recipient in their email message to facilitate completion of evaluations. It is important to note that each recipient receives the reminder notice as if they are the only person being emailed. In this way they get their own user name and password only.

## Composing the Message

CC:

Email Subject:

Email Message:

Send Bulk Email  Send to Each Recipient Individually ?

1. **CC:** Enter email addresses for anyone that should be CC'ed on the email. **Caution:** If you are including the login and password in the email, do not use CC.
2. **Email Subject:** Enter a subject line for the email.
3. **Email Message:** Type or paste in the message.
4. Attach files to this email by clicking on the **Attach File** button and locating the files you wish to attach.
5. To send as a bulk email to all, select **Send Bulk Email**. Do not use this option if you are including login and password information in the email. To send individualized emails, select **Send to Each Recipient Individually**. Use this option if you are including login and password information in the email.
6. Select the **Send Emails** button to generate the emails.

You will be shown a summary of who was sent the email along with the email message itself. Emails sent through the **Post Office** tool can be accessed from the [Email Log](#) tool.