To Send a People Group Email

Click **Contact Users** Icon > click **Post Office** > In **Recipients** > In Available list > select names > click “**plus**” button to Add/ click “**minus**” button to Remove > In CC copy your email address >

In **Content** > Email **Subject** [textbox] Enter “**E*value Access and Login Instructions**” > click “**Include Login & Password**” > click “Send to Each Recipient Individually” >
Email Message:

http://www.e-value.net

Login using username and password provided. There is no institutional code.

Select > Wayne, Pediatrics Clerkship > click “Continue Login” button > click Evaluation Icon > click To Be Completed > click Edit Evaluation > complete form > click “Submit” button

At the end of the Email Message > click “Next” button > view what you are about to send > click “Send” button

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Post Office

The following recipient list includes every individual from the Selected users list on the previous screen send your message(s).

If the list or content is incorrect, click “Cancel” to return to the filter screen.

**Recipients**

- **From:** Merriweather, Desiree (dmerriwe@med.wayne.edu)
- **To:** Diane Levine, (1 recipients)
- **CC:** dmerriwe@med.wayne.edu

**Content**

- **Subject:** E‘value Access and Login
- **Body:**

  Login using username and password provided. There is no institutional code.

Send | Cancel