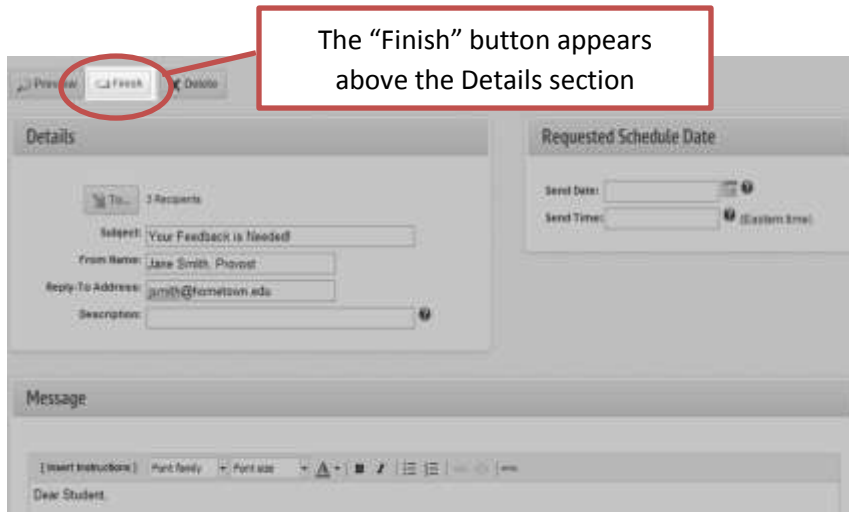
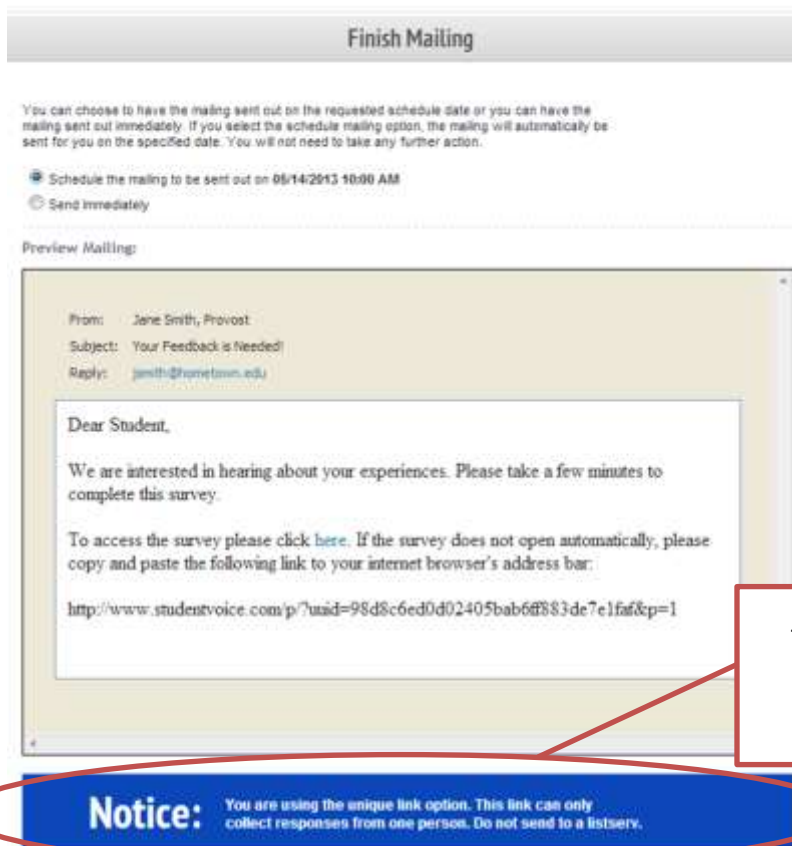


We are pleased to announce that we have given you access to finalize your own mass mailings in Baseline. With our previous process, you could “approve” your mailings, but finalizing the mailings to be sent was actually done by Campus Labs. You now have control over this, which means that you can send the mailings according to your own schedule. Here’s how to use this feature:

After you’ve set up your mailing (including text, link, recipients, and date), click the “Finish” button.



When you click the “Finish” button, you will see either this screen:



**OR you will see this screen:**

Finish Mailing

You can choose to have the mailing sent out on the requested schedule date or you can have the mailing sent out immediately. If you select the schedule mailing option, the mailing will automatically be sent for you on the specified date. You will not need to take any further action.

Schedule the mailing to be sent out on 05/14/2013 10:00 AM  
 Send immediately

Preview Mailing:

From: Jane Smith, Provost  
Subject: Your Feedback is Needed!  
Reply: jsmith@hometown.edu

Dear Student,

We are interested in hearing about your experiences. Please take a few minutes to complete this survey.

**Missing URL:** You have NOT included a link to your project. Are you sure you want to continue?

This means you **DID NOT** include the link. You should probably click "Cancel" and click **Insert Instructions** to insert the link placeholder.

**Once your mailing is ready to go, you will complete the finalization process:**

Finish Mailing

You can choose to have the mailing sent out on the requested schedule date or you can have the mailing sent out immediately. If you select the schedule mailing option, the mailing will automatically be sent for you on the specified date. You will not need to take any further action.

Schedule the mailing to be sent out on 05/14/2013 10:00 AM  
 Send immediately

Preview Mailing:

From: Jane Smith, Provost  
Subject: Your Feedback is Needed!  
Reply: jsmith@hometown.edu

Dear Student,

We are interested in hearing about your experiences. Please take a few minutes to complete this survey.

To access the survey please click [here](#). If the survey does not open automatically, please copy and paste the following link to your internet browser's address bar:

<http://www.studentvoice.com/p/?uid=98d8c6ed0d02405bab6ff883de7e1faf&p=1>

**Notice:** You are using the unique link option. This link can only collect responses from one person. Do not send to a listserv.

Send Cancel

Select whether you want to send the mailing at the time you designated or whether it needs to be sent immediately

Click "Send" to schedule the mailing.

Once you click “Send,” your mailing will appear in your queue. You can then select that initial mailing and create reminders for non-respondents using the same process.

## Mass Mailings

Mass mailings can be sent to any number of recipients in order to invite or remind them about taking a Campus Labs project. Each mailing exists in one of four states, which are categorized below.

### Status Descriptions

**Draft:** E-mails in “draft” status can be edited, both in terms of e-mail text and recipient list. **Draft e-mails will not be sent out.**

**Approved:** E-mails with an “approved” status indicate that you have entered all necessary information for your mailing to be sent, previewed your project, and approved the mailing to go out. Approved mailings cannot be edited unless first unapproved to return them to draft status. Campus Labs must finalize all mailings prior to sending them.

**Scheduled:** E-mails that are scheduled by Campus Labs staff and are scheduled to be sent at the indicated date and time. You cannot edit mailings that are scheduled; please contact Campus Labs.

**Sent:** E-mails with recipients. You cannot edit sent mailings.

Check the box next to the initial mailing

Click “Create Reminder Mailing” to set up a reminder to non-respondents

	Status	Subject (Description)	Sch	Sent Messages
<input checked="" type="checkbox"/>	Scheduled	Your Feedback is Needed!	05/1	0

Create New Mailing Create Reminder Mailing Delete