Sending and Resending an Email from Slate

Go to the record of the student you want to contact. Within the contact section on the right-hand side, click on the email address of the student.

This will open a window where you can send the candidate an email.

If you click on send using alternate client, an email addressed to the candidate will be created using your default email client.
Unless you BCC Slate, the email will not be documented in Slate.

To BCC slate, include the following email address:

chg-gra.34138eed96c64388ab2d088fc1966f80@slatemail.technolutions.com

If you go to Timeline, you can see that both the Test email from Slate and the email where Slate was BCC’d appear in the record. Please bear in mind that it will take the system some time to update, so you should see these updated in Timeline within 1 hour after the emails are sent.

If you want to read the Email that was sent, click on the Email Subject and the message will open up for review. You can also resent a message this way.