

How to Send Mass Emails

To send a mass email from Slate, follow these steps:

- Run a query.
- Export its results to Excel.
- Copy all of the email addresses and paste them into your email’s BCC line. See the **Unique BCC Slate Email** page for instructions on using Slate to track emails sent from your personal account.

These steps are demonstrated in the below screenshots. To begin, select the query tool (the second icon in the top navigation menu).

Queries

New Query Quick Query

You can build a Quick Query or run a pre-made query.

Name	Folder	Updated
Spring 2019 - Awaiting Materials	Departmental	02/19/2018
Spring 2019 - Enrollment Data	Departmental	02/26/2018
Spring 2019 - Recommended for Admission/Sent to Grad School	Departmental	02/19/2018
Spring 2019 - Under Dept Review	Departmental	02/19/2018
Unsubmitted Applications	Departmental	02/26/2018

All Queries

Unsubmitted Applications

Folder: Departmental
 User: [Lindsay Gentile](#)
 Population: Departmental Reader
 Execution Mode: Retrieve all records each time query is run
 Filters: Bin IN Pre-Review - Awaiting Submission
 Matching Rows: 2

Run Query

If you chose a pre-made query, select "Run Query."

All Queries > Unsubmitted Applications

Unsubmitted Applications

Output: Excel Spreadsheet

Export

The output will default to "Excel Spreadsheet" so just hit the Export button.

All pre-made queries include "Email" as an export field, but don't forget to add this field if you are creating a Quick Query.

Name	Email	Sex	Race	Primary Citizenship	Program	Degree Type
	@gmail.com	F			Industrial Engineering	Doctor of Philosophy (Ph...
	mail.com	M	India		Industrial Engineering	Master of Science (MS) - I...