

Admissions - Sending Email to New Students in FACTS SIS

During the Admissions Process you are able to send Communications to those with an Application Status of **Finished**

To send an Email Communication to **New Students** please Select **Communications** from Main Menu



Once Email is Composed, Select **Filter Tab** and choose the following Criteria to send to New Students

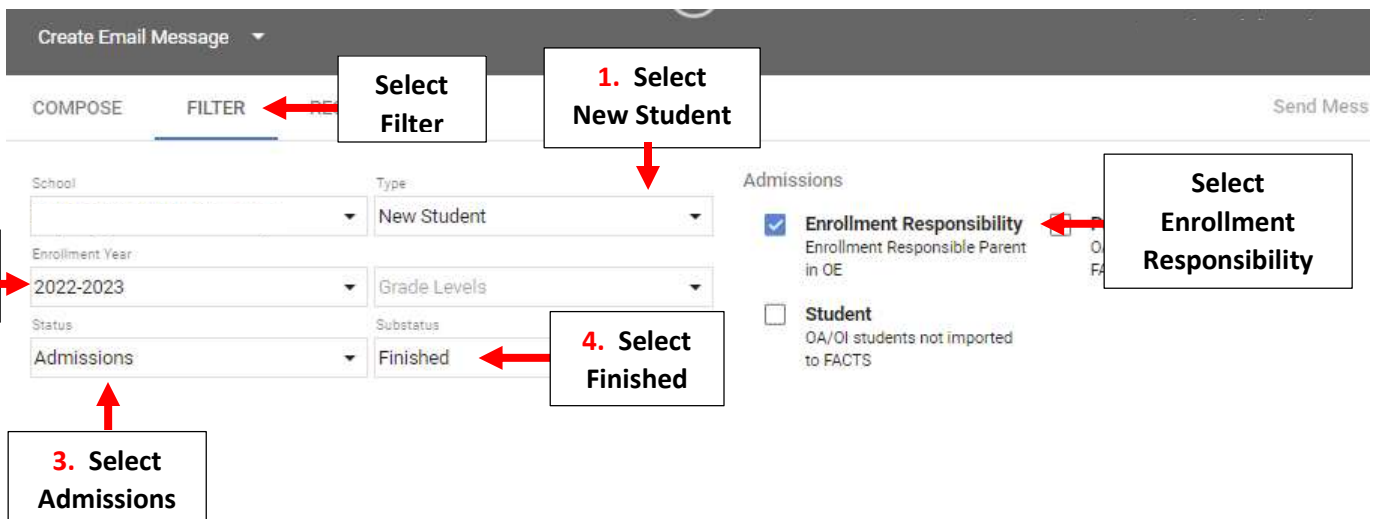
Enrollment Year = **Select Upcoming School Year**

Type = **New Student**

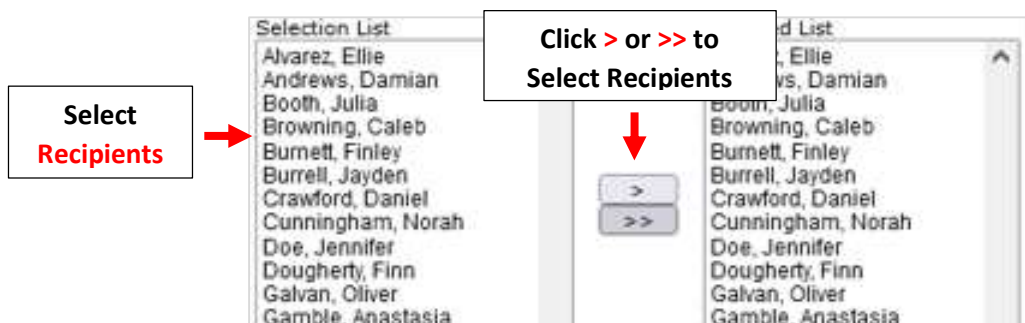
Status = **Admissions**

Substatus = **Finished**

Select **Enrollment Responsibility** under **Admissions**



Select **Recipients** and Click **>** to **Select Individual Recipients** or **>>** to **Select All Recipients**



Select **Send Message**

COMPOSE FILTER **RECIPIENTS** Send Message ➤

← **Select Send Message**

Emails
