Email an applicant from Slate

There are several places where the applicant email is displayed. We strongly suggest you use the "Email from Slate feature", as it tracks when the applicant opens your email.

From the reader, select the applicant's name you would like to email (unsubmitted apps require you to click the stack of papers icon)

If you click on the applicant's email displayed in the first view, the system will bring up your email client, such as Outlook. This does NOT track the message to the applicant or if it is opened. It also asks if you want to leave the page.

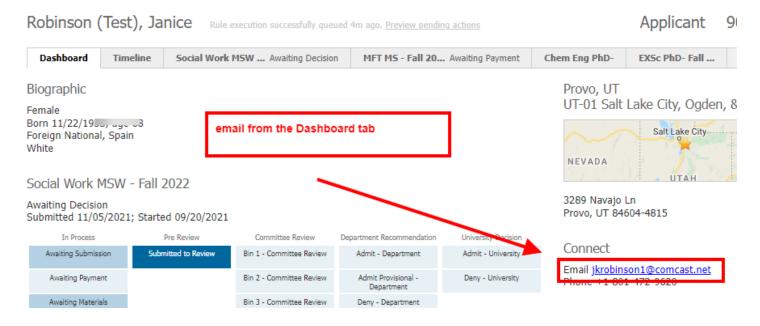


Option 1 It is better to click on the applicant's email at the top of the **Reader** view. Clicking on the email here brings up a Slate email template and will record when the applicant has opened the email.



Option 2 If you have the application open already from a name search, you can email from the **Dashboard** tab.

This also brings up the Slate email template, which is tracked in Slate.



From the **Timeline** tab you can see the email sent and when it was opened by the applicant.

