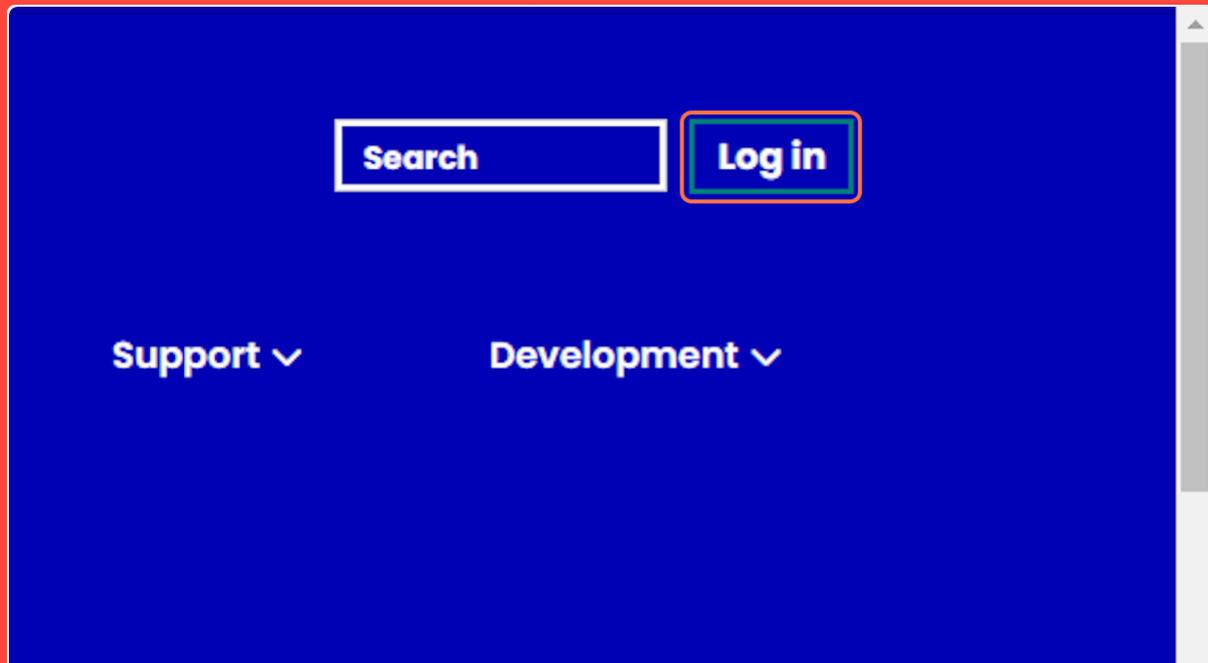


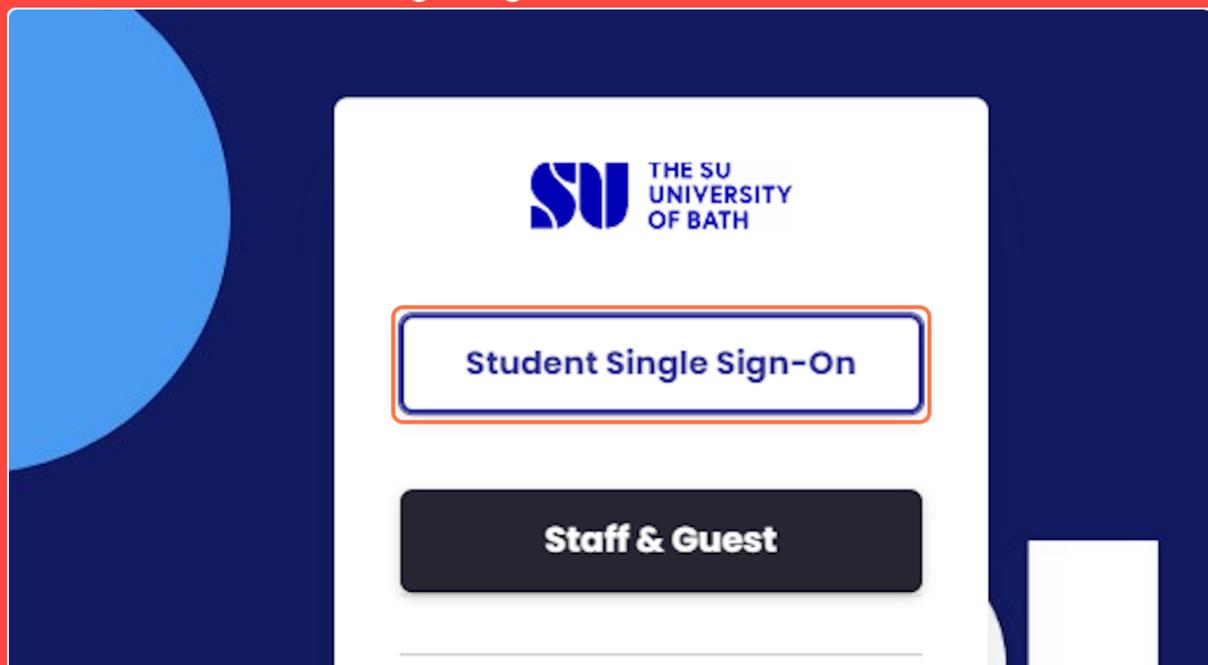
Guide to Sending Emails as a Rep

1. Press 'Log in' in the top right corner on the SU Bath website.

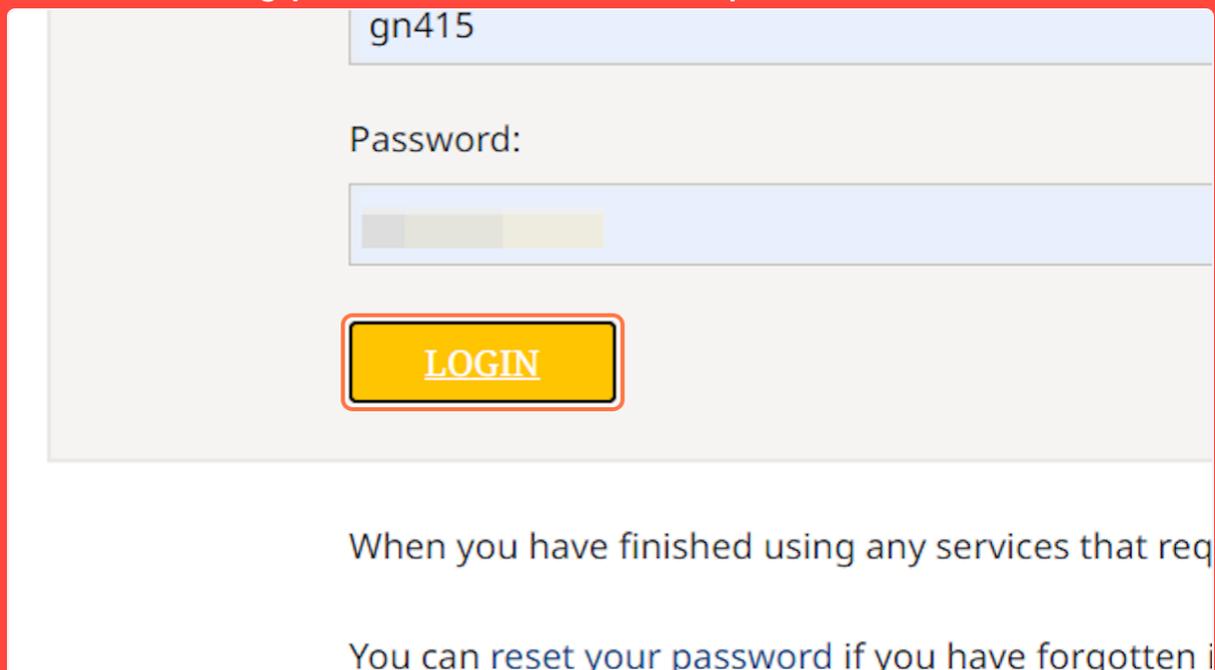
Visit the website by searching <https://www.thesubath.com/>.



2. Press on 'Student Single Sign-On'.

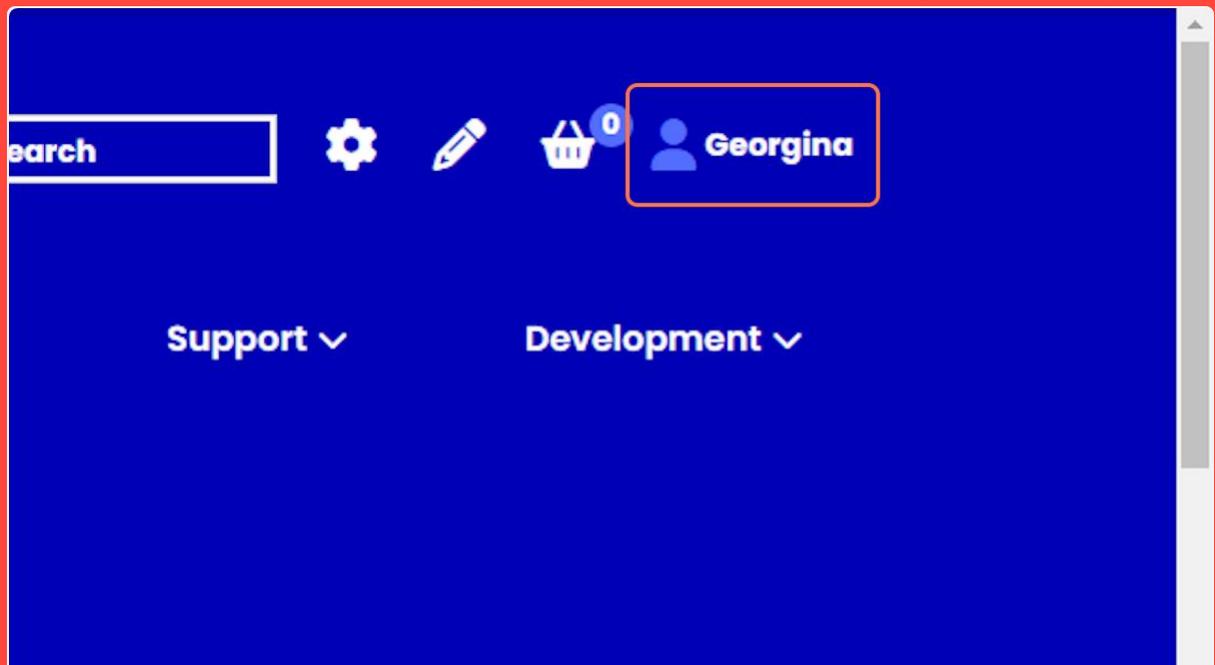


3. Enter in using your student details and press 'LOGIN'.

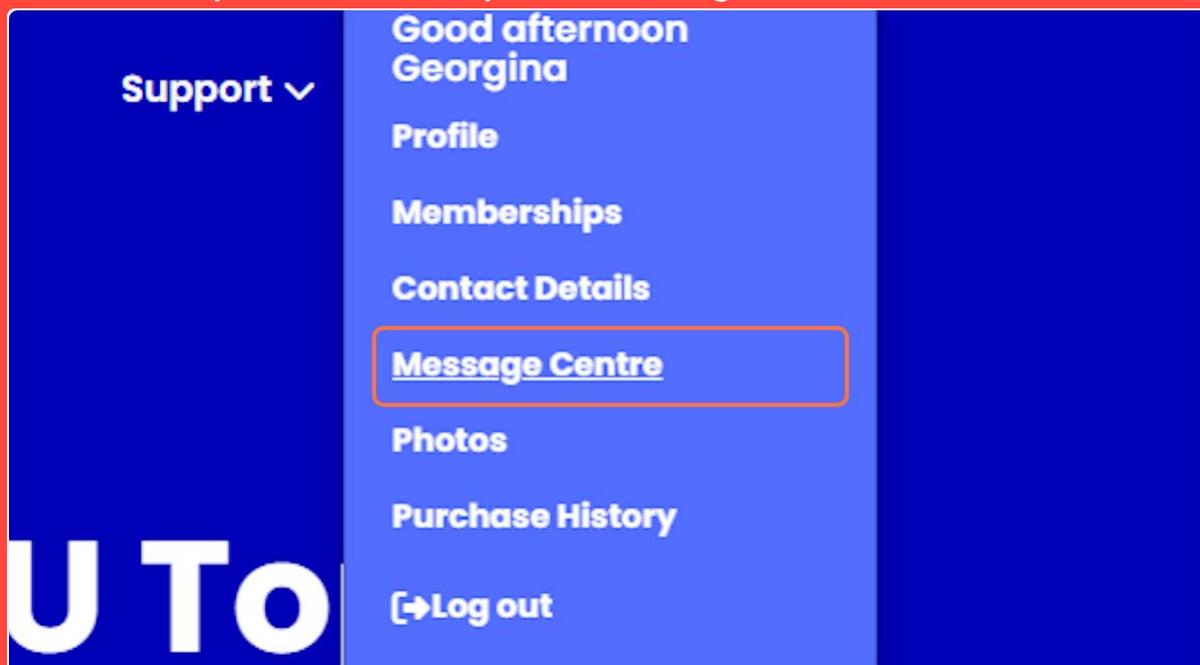


A screenshot of a login form. At the top, a text input field contains the username 'gn415'. Below it, the label 'Password:' is followed by a password input field with a greyed-out area. A yellow button with the text 'LOGIN' is highlighted with a red border. Below the form, there is a line of text: 'When you have finished using any services that req' and another line: 'You can [reset your password](#) if you have forgotten i'.

4. Once you are logged in, press your name in the top right corner.

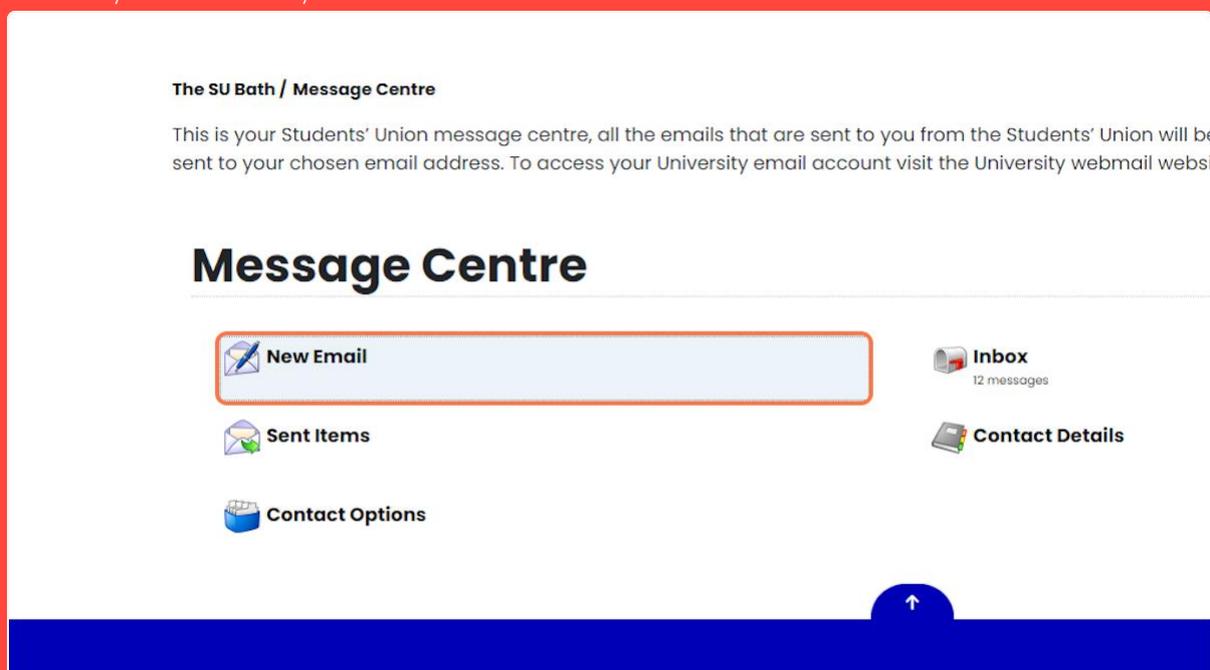


5. In the drop-down menu, press 'Message Centre'

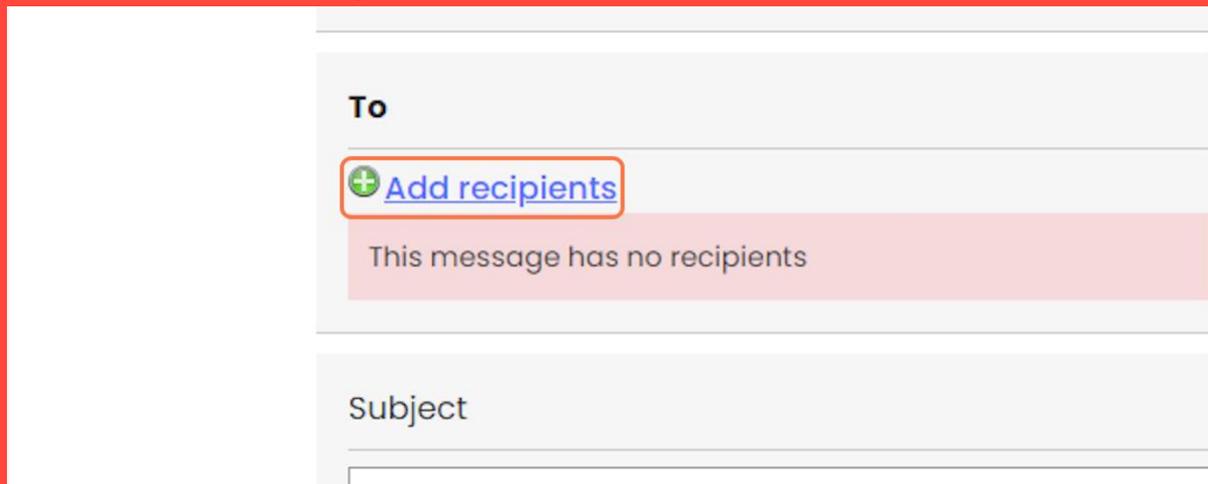


6. Press 'New Email'.

The next screen should show you a list of 'Organisations' that you can email. The one to email your students should be formatted as your course along with a year of study.

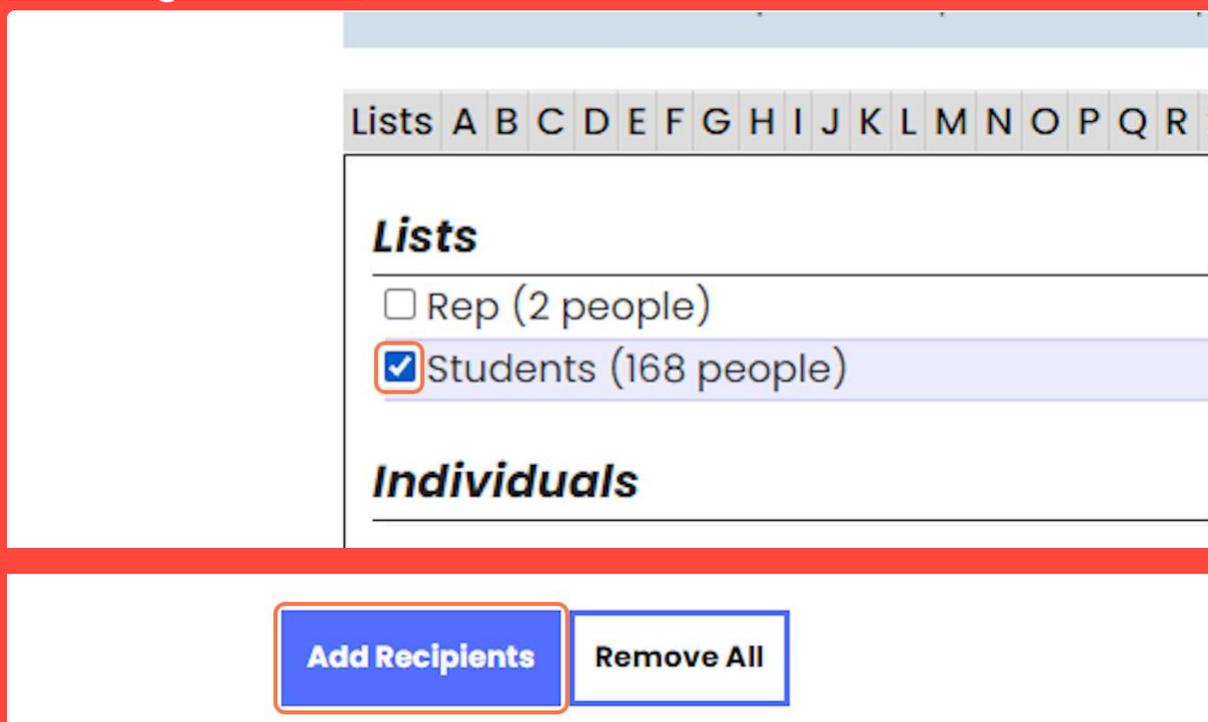


7. Press on 'Add recipients'.



8. Tick the 'Students' before pressing the 'Add Recipients' button.

If the number of students in your list does not look right, you can contact su-voice@bath.ac.uk to amend it.

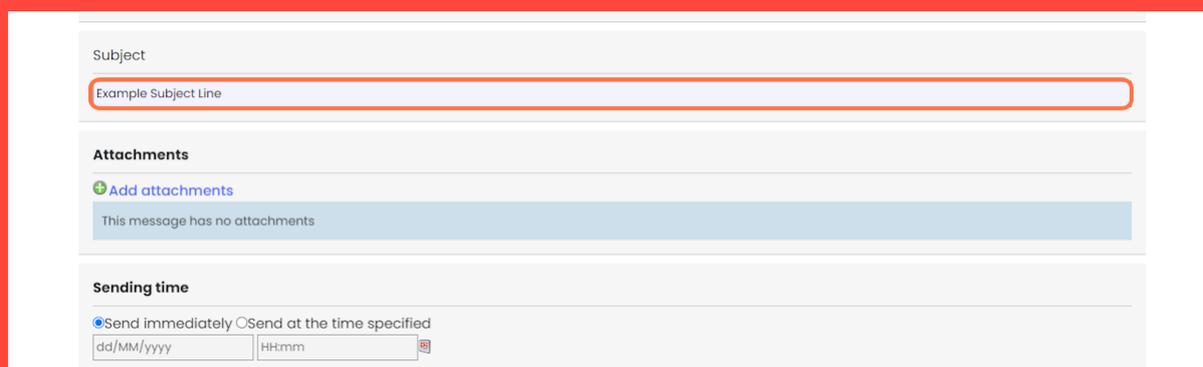


09. Write your email to students and SEND!

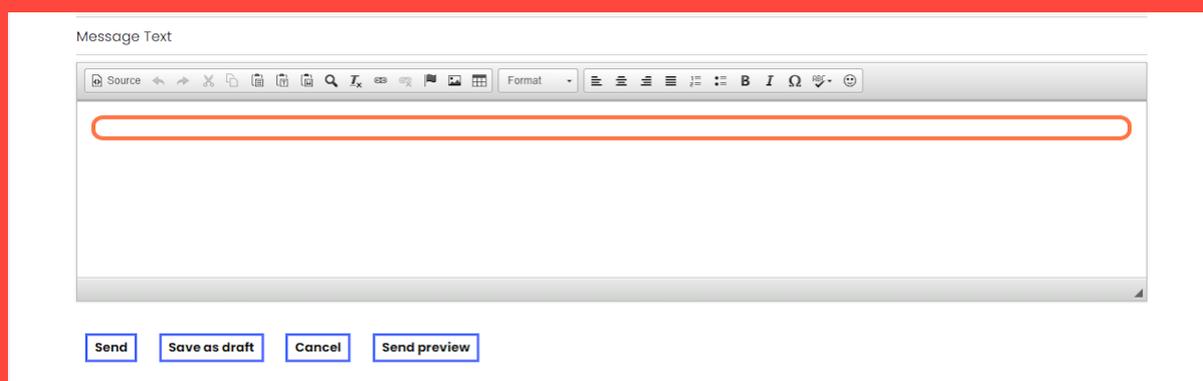
Emails are an efficient method of contacting a large group of people in a short space of time, this could be to collect feedback, keep students up to date with current developments or provide opportunities to students relating to their course. However, people receive lots of emails every day.

Make sure that when you send your email:

- It is clear what your email is about;
- Write succinctly;
- Use plain language;
- Get directly to the point;
- Be polite and professional;
- Don't use slang;
- Don't use excessive exclamation marks;
- Always proofread;
- Sign off your email appropriately



The screenshot shows the top portion of an email composition window. The 'Subject' field contains the text 'Example Subject Line'. Below it, the 'Attachments' section has a blue bar with the text 'This message has no attachments'. The 'Sending time' section has two radio buttons: 'Send immediately' (selected) and 'Send at the time specified'. Below these are two input fields: 'dd/MM/yyyy' and 'HH:mm'.



The screenshot shows the bottom portion of an email composition window. The 'Message Text' area is a large text box with a red border. Below it are four buttons: 'Send', 'Save as draft', 'Cancel', and 'Send preview'.

Have any questions?

You can read more about the University of Bath's email regulations here:

<http://www.bath.ac.uk/bucs/aboutbucs/policies/bathemailpolicy/>

If you have any other questions about sending an email or anything to do with being an Academic Representative. Email su-voice@bath.ac.uk.