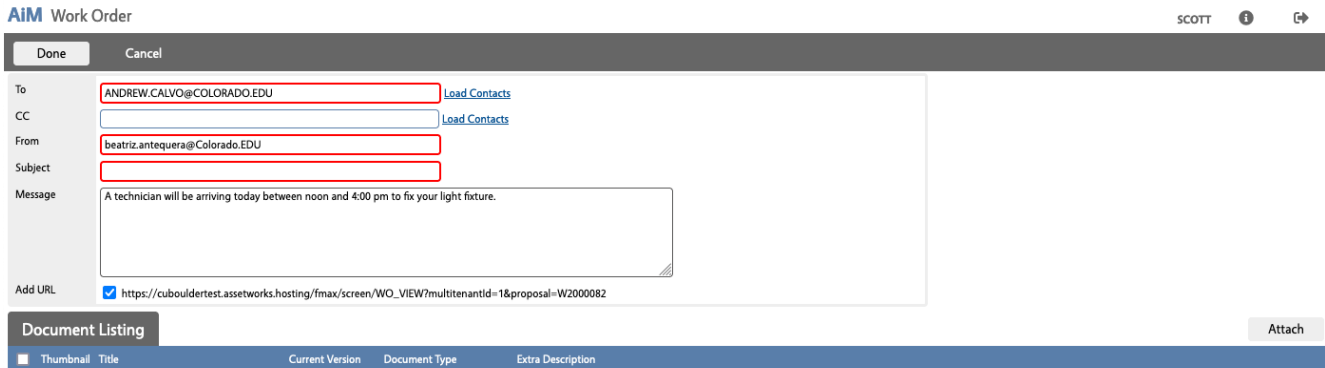


Sending an Email from AiM

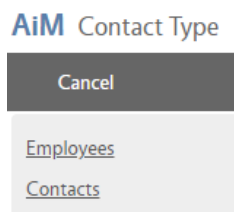
The Email Action exists on several screens. It allows an email to be sent to one (or more) people that can include a link to the screen the person is currently on.

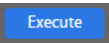


1. From the Module screen, click: **Email**



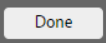
2. The From address should populate with your email address. You will need to either type a TO address in, or you can select it from your institutions Contacts by clicking the **Load Contacts** hyperlink.
3. You will now be asked to select a Contact type to search.



4. Click the hyperlink of the Contact Type you want to search. The Employee link will take you to a list of all employees loaded into your AiM system. The other Contact types will have been built by your institution and will contain a subset of the employees in the system.
 - a. If you select Employees:
 - i. You get a query screen that will search the employees loaded into AiM. Enter the criteria for the query and click 

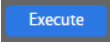
ii. This will return a list of employees match the criteria.

Employee ID	Last Name	First Name	Primary Email
<input type="checkbox"/> CALVO	CALVO	ANDREW	andrew.calvo@Colorado.EDU
<input type="checkbox"/> FACA7055	CALVO	FAITH	Faith.Calvo@colorado.edu
<input type="checkbox"/> GWCA1543	CALVO	GWEN	Gwendalyn.Calvo@colorado.edu
<input type="checkbox"/> MERRIK	CALVO	KYM	kym.calvo@Colorado.EDU
<input type="checkbox"/> CALVO	CALVO	ROSS	Ross.Calvo@Colorado.EDU
<input type="checkbox"/> CALVO	CALVO	THOMAS	Thomas.Calvo@Colorado.EDU

iii. Click the checkbox for the employee(s) you want to send the email to and click 

iv. This will add their email addresses to the To line of the email.

b. If you select Contact:

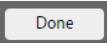
i. You get a query screen that will search the Contacts loaded into AiM. The Contact query screen also allows you to query by the Contact Type to search for the person you want to email. Enter the criteria for the query and click 

ii. This will return a list of Contacts match the criteria.

AiM Contact Profile

Done Search Cancel SCOTT

Contact ID	Last Name	First Name	Description	Email
<input type="checkbox"/> CALVOA	CALVO	ANDREW	CALVO, ANDREW	ANDREW.CALVO@COLORADO.EDU
<input type="checkbox"/> 1007	Coyle	Phil	COYLE, PHILIP	philip.coyle@colorado.edu
<input type="checkbox"/> COYLE	Coyle	Phil	COYLE, PHILIP	aim@ready
<input type="checkbox"/> CAP15033	PIRE	CAROLINA	PIRE, CAROLINA	CAROLINA.PIRE@COLORADO.EDU

iii. Click the checkbox for the employee(s) you want to send the email to and click 

iv. This will add their email addresses to the To line of the email.


c. Repeat this process if you want to CC one (or more) people.

5. Enter the **Subject** of the email.

6. Enter any message you want to include in the **Message** box.

7. The Add URL will automatically be checked and a link to the screen you launched the email from will be included. If the recipient of the email does not have access to AiM, you should uncheck the Add URL box.

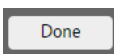
8. The Document Listing area allows you to attach any, already existing Related Documents, to the email.

Click  to get a list of the Related Documents.

AiM Related Documents

Done Cancel SCOTT

Title	Extra Description	Created By	Date Created
<input type="checkbox"/> READY Request Document	BILLING EXTRACT REVIEW - 2022-05-17T07:47:33.553.XLSX	READY	May 19, 2022 1:48 PM

9. Click the checkbox of any document you wish to include and click 

10. If you are ready to send the email, click 