

# WebAdMIT: The More You Know

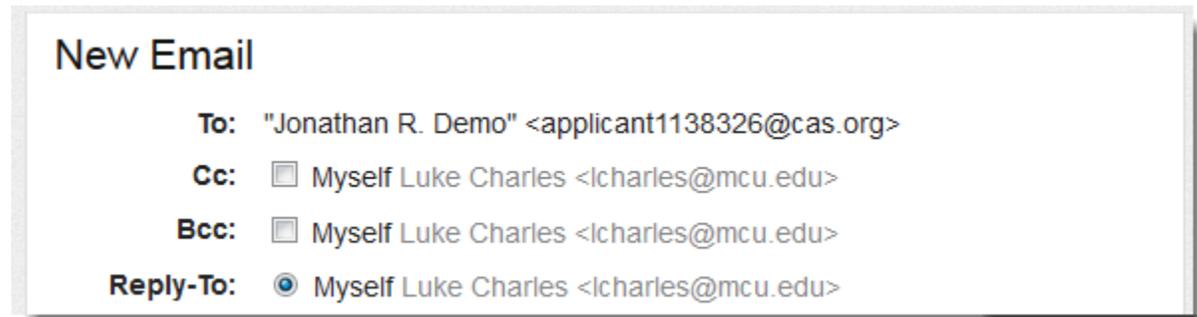
*Trouble viewing the images? Log into AACP Connect to view the post and/or open the attached PDF.*

Hello colleagues,

In this edition of *The More You Know: WebAdMIT Edition*, we are focusing on **the carbon copy (CC), blind carbon copy (BCC), and reply-to options within WebAdMIT emails.**

## BACKGROUND

When drafting an email to an applicant in WebAdMIT, users can select from various carbon copy (CC), blind carbon copy (BCC), and reply-to options:

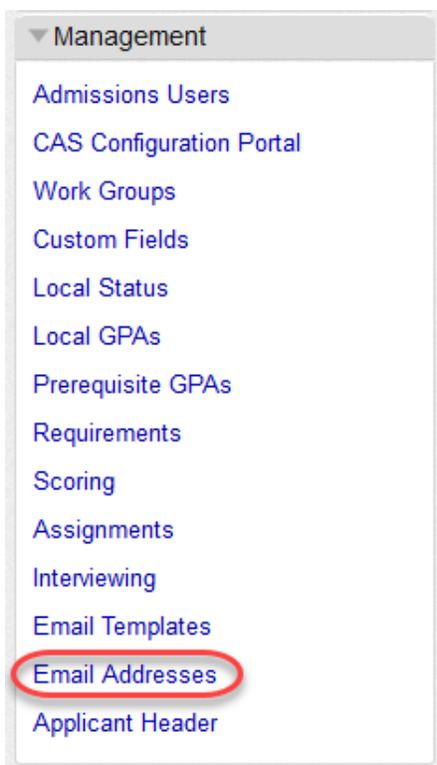


The default email address will be the one you use to log into WebAdMIT. However, some users have asked for a way to CC and BCC additional email addresses on the messages sent to applicants.

Furthermore, when an applicant responds to a school email sent via WebAdMIT, the reply is not sent back to WebAdMIT. Instead, it is sent to the email address designated under **Reply-To**. By default, the Reply-To email address is the one you use to log into WebAdMIT. However, some users have asked for a way to have the replies sent to a different email address, such as a general pharmacy school email or another colleague.

## SOLUTION

WebAdMIT allows you to manage the email addresses for the CC, BCC, and reply-to options. Additionally, users can send a preview of an email to these addresses using the Email Addresses feature. To customize your email copy and reply-to options, go to the Management menu and select Email Addresses.



Follow the prompts in this section to enter as many additional email addresses as needed. Once configured, the new email addresses are available for selection when composing an email. Additionally, email addresses are one of the WebAdMIT features included in the Transfer Settings process each year, so you will only need to enter each email address once.

### New Email

**To:** "Sarah Doe" <sarahadoe@gmail.com>

**Cc:**  Myself Admissions Officer <admissions@watertown.edu>  
 Chris Ferangio Chris Ferangio <cferangio@watertown.edu>  
 Contact Us Admissions Office <contactus@watertown.edu>  
 Jane Doe Jane Doe <JaneDoe@watertown.edu>  
 John Doe John Doe <Jdoe@watertown.edu>

**Bcc:**  Myself Admissions Officer <admissions@watertown.edu>  
 Chris Ferangio Chris Ferangio <cferangio@watertown.edu>  
 Contact Us Admissions Office <contactus@watertown.edu>  
 Jane Doe Jane Doe <JaneDoe@watertown.edu>  
 John Doe John Doe <Jdoe@watertown.edu>

**Reply-To:**  Myself Admissions Officer <admissions@watertown.edu>  
 Chris Ferangio Chris Ferangio <cferangio@watertown.edu>  
 Contact Us Admissions Office <contactus@watertown.edu>  
 Jane Doe Jane Doe <JaneDoe@watertown.edu>  
 John Doe John Doe <Jdoe@watertown.edu>

## RESOURCES

- [Creating Email Addresses](#)
- [Sending Emails](#)
- [Transfer Settings Guide](#)

## QUESTIONS ABOUT WebAdMIT?

- Email: [webadmitsupport@liaisonedu.com](mailto:webadmitsupport@liaisonedu.com)
- Phone: 857-304-2020

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