

WebAdMIT: The More You Know

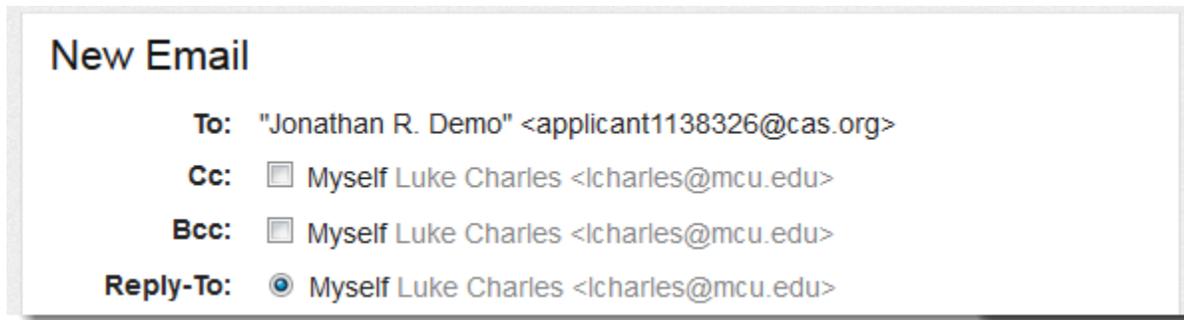
Trouble viewing the images? Log into AACP Connect to view the post and/or open the attached PDF.

Hello colleagues,

In this edition of *The More You Know: WebAdMIT Edition*, we are focusing on **Adding Email Addresses**.

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:



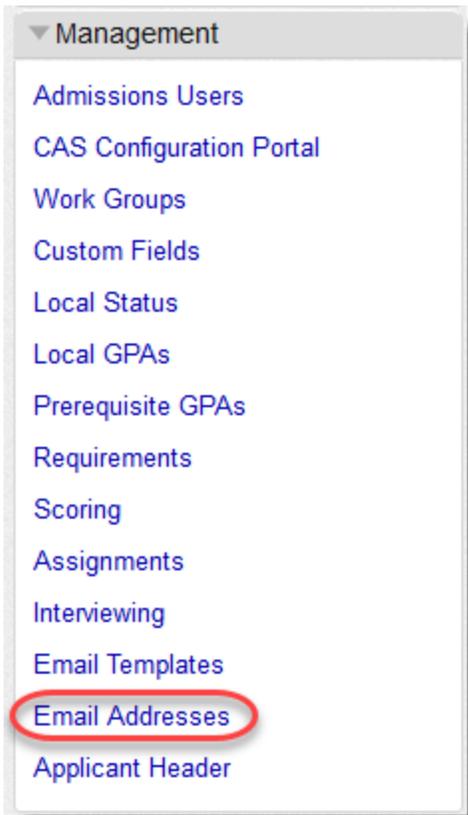
The screenshot shows a 'New Email' form with the following fields:

- To:** "Jonathan R. Demo" <applicant1138326@cas.org>
- Cc:** Myself Luke Charles <lcharles@mcu.edu>
- Bcc:** Myself Luke Charles <lcharles@mcu.edu>
- Reply-To:** Myself Luke Charles <lcharles@mcu.edu>

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.

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

- [Sending Emails](#)
- [Creating Email Addresses](#)

QUESTIONS ABOUT WebAdMIT?

- Email: webadmitsupport@liaisonedu.com
- Phone: 857-304-2020

The More You Know: WebAdMIT Edition will be back in October with another topic!

Interested in other topics covered? View past *The More You Know* posts:

- **August 2020:** [Matriculated Elsewhere Report](#)
- **June 2020:** [Liaison-Assisted Deferral Process](#)
- **May 2020:** [Competing Offers Made and Competing Offers Accepted Reports](#)
- **April 2020:** [Previous Attendance at a Health Profession Program](#)
- **March 2020:** [Lists](#)
- **February 2020:** [Applicant Search Page](#)
- **January 2020:** [Search Correspondence](#)