



Emailing students from ePortfolio

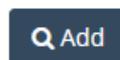
You can use ePortfolio to email your tutees, and other staff and student members of the University. One of the advantages to emailing from within ePortfolio is the number of emails sent to a tutee will be shown on the Senior Tutor Report.

To email students, choose the Email option from the drop down menu at the top of ePortfolio.

In the left hand panel, choose add email.

A screenshot of a dropdown menu with two options: 'List emails' and 'Add email'. The 'Add email' option is highlighted.

Choose Add in the panel on the right.



You can search for anyone in the University using this search tools. Tutees, and people you email regularly through ePortfolio will appear under the recommended section.

You can send a copy to yourself by ticking the box near the bottom of the form.

Selecting “Preview and Confirm” will bring up a pop-up that provides a summary of the email and the recipients.

Send copy to yourself

Select if you wish to send a copy of this email to yourself

Chose “Confirm and Send” from within that pop-up to send the email.