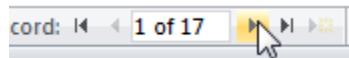# DAISY Confirmation Emails

We will email confirmation letters with directions and parking codes for subjects scheduled at the BDC within the next 11 days (excludes off-site and OGTT-Daisy visits; they will receive mailed packets).

1. Sign in to your University webmail account and open the BDC-DAISYSTUDY mailbox. You will send confirmation emails from this account.

2. Go to (\\porsche) (S:) →BDC→DAISY → DAISY DATABASES→AddressLabels

3. Click the button labeled "Confirmation Emails."

4. You will see a list of subjects and email addresses. This is the list of subjects who need confirmation emails.

5. Click on the second tab, "ConfEmailDue." This will open a form called Confirmation Email Due, containing the email address, subject line and email message for each confirmation email. **Name**, **Date** and **Time** of appointment and **parking code** should all be pre-populated and individualized for each subject. You can use the arrows on the bottom of the form to move to the next confirmation email (see screenshot below).

6. Open a new email message in the BDC-DAISYSTUDY mailbox. Copy/paste the "Email Address" on the first page of the Confirmation Email Due form into the "To:" line in your new email message. Copy/paste the "Email subject" into the subject line and the "Email Message" into the body of the email. Send the email.

7. Arrow over to the next letter. Copy and paste the email address, subject line and message on this page into a **new email** and then send. Repeat these steps for each letter in the form. *Note: Siblings will each have their own email message. If you wish, you may combine all of the siblings into one email, but only if all of them have the same email address and scheduled date/time.*

8. Watch for any bounced or undeliverable emails. If there are any, review each on a case-by-case basis. You may need to try re-sending the email, using a different email address for that subject, and/or removing that email from the subject tab in the DAISY website. See Hanan, Rachel or Michelle if you have any questions.

8. Close "ConfEmailDue" by clicking the x in the upper right-hand corner of the form:

SCHEDULING

9. Select "yes" for the pop-up. When you select "yes," you are allowing the database to update the "Send map" section on the DAISY scheduling tab to "Emailed on" and today's date. This will also remove the subject from showing up on the list when you run this button again. ***Note: If there is no email address listed for the subject, this will update the "Send map" section for that subject to "No email address listed."***