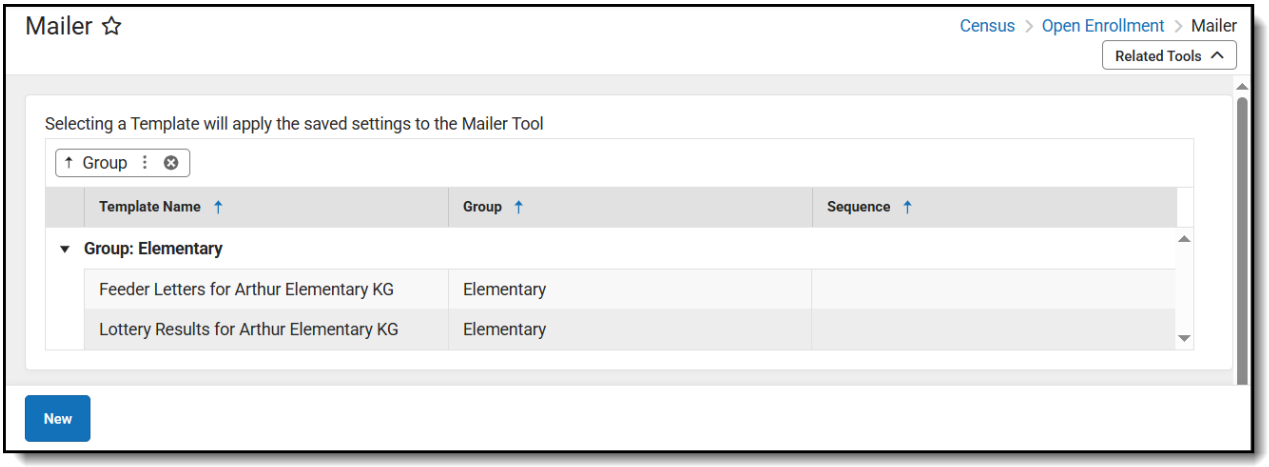
Mailer

Last Modified on 07/09/2026 12:02 pm CDT

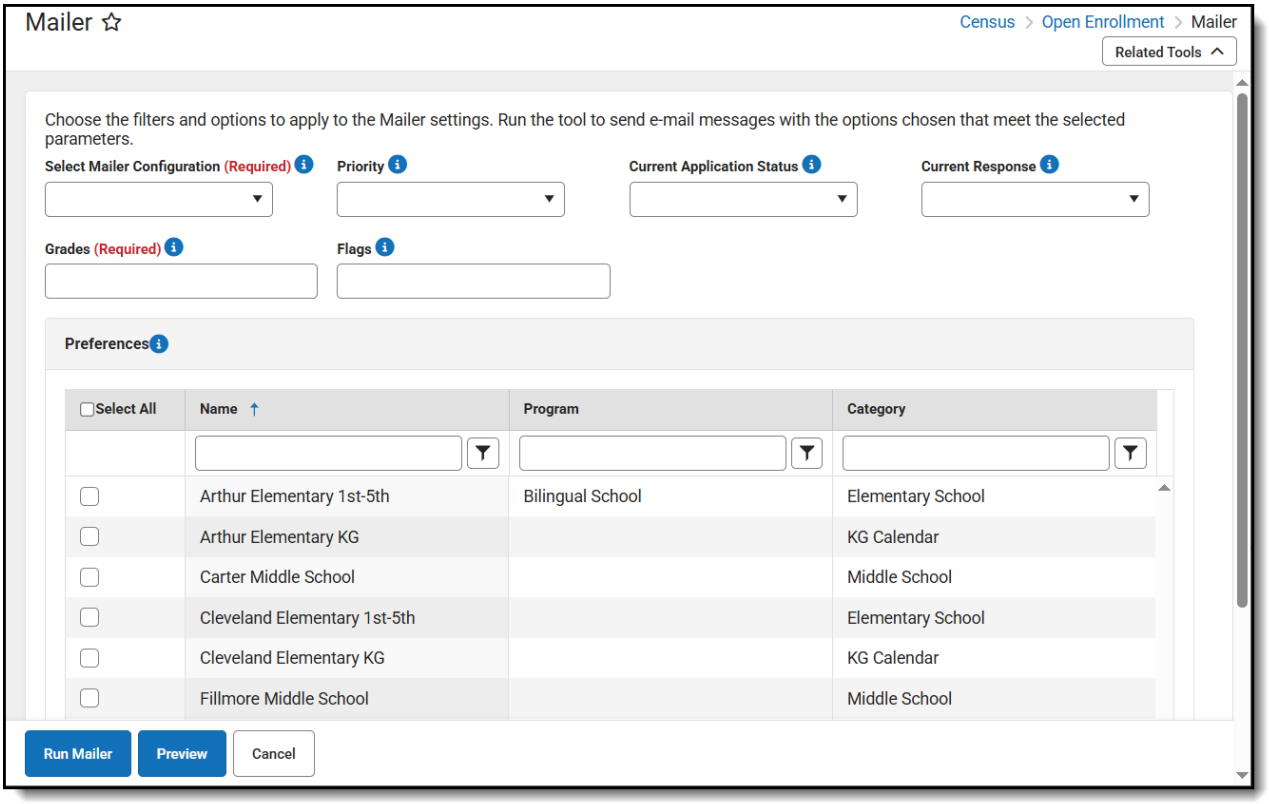
Tool Search: Mailer

The Mailer tool is used to send emails to all recipients listed based on the selected filters and options. This process may take some time to complete, depending on the chosen Mailer Configuration and the number of letters sent. Selecting a Template will apply the saved settings to the Mailer Tool.

See the Open Enrollments Tool Rights article for information on rights needed to use this and related tools.



Creating and Sending New Emails



Choose the filters and options to apply to the Mailer settings. Run the tool to send e-mail messages with the options chosen that meet the selected parameters.

1. Click **New**.
2. Select a **Mailer Configuration**.
   - Lottery Results - Emails parents the results of their student's lotteries.
   - Feeder Letters - Emails parents the link to their long form OLR application.

   The Feeder option is intended to work with new students only.

3. Select a **Priority**.
   - Only applications for the selected Priority will be included. If blank, all priorities will be included.
4. Select a **Current Application Status**.
   - Only applications that currently have the selected Status will be included. If blank, all statuses will be included.
5. Select a **Current Response**.
   - Only applications that currently have the selected Response will be included. If blank, all responses will be included.
6. Select **Grades**.
   - Only applications for the selected Grades will be included. At least one Grade is required.
7. Select any of the available **Flags.**
   - If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.

8. Select any **Preferences**.
    - Only applications for the selected Preferences will be included. At least one Preference is required.
9. Click **Preview** to run a mock email to ensure all the correct recipients will receive emails.
    - The Preview can be downloaded by clicking Export to PDF or Export Excel.
10. When everything is set, click **Run Mailer**.
    - The emails will be sent, and the recipients will appear on screen. The recipients' list can be downloaded using the export buttons.