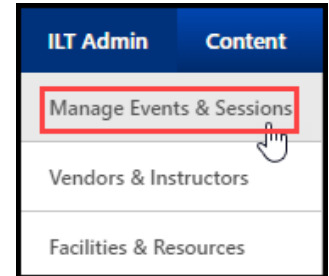






## Email Users Who Are Registered for a Training Session

You may wish to send an ad-hoc email to communicate with everyone who is registered to attend an upcoming training session. This ad-hoc email is sent in addition to the system emails that have been configured during session setup.

1. Open the **ILT Admin** tab in the menu bar and select **Manage Events & Sessions** from the dropdown menu.



2. Search for your event, then select the **View Sessions** button .
3. Select the **View Roster** button .
4. From the Session Roster page, select the **Email Registered Users** link.



5. Configure the email to send. This will only go out to those who are registered, not those who have withdrawn or those who are pending approval.
  - a) Using the dropdown next to the From Address field, select the default email address ([NoReply@training.wisconsin.gov](mailto:NoReply@training.wisconsin.gov)).
  - b) Choose which email address to direct replies to. Usually you'll use your own email address, but in some circumstances, you may wish to direct replies to the instructor or training contact.
  - c) The list of users, by name, who will receive this email is shown on this screen as well. You cannot change this list.
  - d) Configure the email. Set the subject and message, and attach any documents as needed. You can include email tags if you'd like – there's a link to the list of tags you can use.
  - e) Set the date and time to send the email.
  - f) Select **Save**. You will not be able to edit the email after you save it.



If you use any email address in the From Address field besides [NoReply@training.wisconsin.gov](mailto:NoReply@training.wisconsin.gov), the email will not be delivered to external users, aka self-registration users. However, if the roster only contains internal employees, then you may opt to use a different From Address if desired.