



North Carolina Community College
Institutional Information Processing System Users Group

Taking your HTML Emails to the Next Level

Presented by:

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Randolph Community College



Purpose

This past spring, the NCCCS delivered a financial aid template that gives you the option to send plain text emails or HTML emails.

HTML emails allow you to do a lot of customization and enhancement, and the goal is to share some of that with you today.



Objectives

- Discuss what HTML means and what it can do
- Discuss tags that allow you to:
 - Change the appearance of your text
 - Create numbered or bulleted lists
 - Create and add hyperlinks to your emails
 - Embed images in a HTML email
- Share how you can create a virtual field that allows you to send emails to multiple addresses.



What is HTML?

HTML actually stands for “HyperText Markup Language” and is the standard language used to create web pages.

HTML is written in the form of HTML elements consisting of “tags” enclosed in angle brackets (like `<html>`). HTML tags most commonly come in pairs like `<h1>` and `</h1>`, although some tags represent empty elements and so are unpaired, for example ``.

The first tag in a pair is the start tag, and the second tag is the end tag (they are also called opening tags and closing tags).

EXAMPLE: `<h1>Randolph Community College</h1>`



HTML Tags



HTML Tags

Common Tags

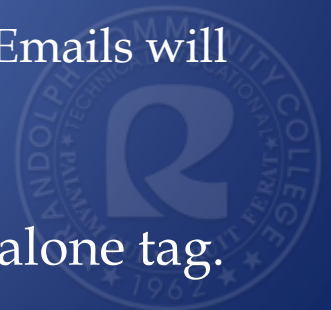
``*This tag will italicize and bold your text.*``

``*This tag will italicize, bold, and underline your text.*``

``This tag will allow you to change font size.``

- Standard pixel size is usually 10.
- Really should only be used when needing to enlarge text. Emails will naturally look different depending on settings of recipient.

`
` - same thing as hitting enter one time, and is a standalone tag.



Example Email (Common Tags)

UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox
https://ui.randolph.edu:56500/uiproduction/s/index.htm

st-doc Search SEARCH RESULTS NAVIGATION FAVORITES Logout

DATATEL Colleague

No Active Context

File Options Help Auto-Close Context Save Save All Cancel Cancel All

DOC - Document Codes

Document Name : FAXXEBOC

Description: Bus. Office Refund Check Email

Document Type: EMAIL E-Mail Built From Doc Paras

Office Code: FA Financial Aid

Author:

Receipt Numbers:

History Type: C Code

Send Multiple: Yes

Print Day: D Daily

Grouping Name:

Print Actions: 1

History Actions: 1

Name/Addr Hierarchy: FA Financial Aid Hierarchy

Mail Type:

Merge File: LTREQ

Document Paragraphs

Document File Setup

Hardcopy Document Options

E-Mail Document Options

FA Year:

My Screenshot: 06-25-14 16:31:40



Example Email (Common Tags)

The screenshot shows the Datatel Colleague web interface. The browser address bar displays the URL <https://ui.randolph.edu:56500/uiproduction/s/index.htm>. The application header includes the Datatel Colleague logo and a navigation menu with options like 'SEARCH RESULTS', 'NAVIGATION', and 'FAVORITES'. A search bar is visible with the text 'st-doc' and a 'Search' button. Below the header, a status bar indicates 'No Active Context'. The main content area shows document details: 'Document Name : FAXXEBOC Bus. Office Refund Check Email' and 'Document Type : EMAIL E-Mail Built From Doc Pa'. A 'Recalculate Paragraphs' checkbox is checked. The 'Custom Paragraphs' section contains a table with 12 rows. The third row is circled in red.

	Custom Paragraphs	Position	Rules
1	FAXXHTML Use in Pos. 1 in HTML Emails	1	
2	FAXXHRAN FA Logo for RCC	1	
3	FAXXHBOC Html Business Office Check Par	1	
4			
5			
6			
7			
8			
9			
10			
11			
12			

My Screenshot: 06-25-14 16:31:45



Example Email (Common Tags)

UI 4.4 Datatel Colleague - [trogonj / prod] - Mozilla Firefox
https://ui.randolph.edu:56500/uiproduction/st/index.htm

st-doc Search SEARCH RESULTS NAVIGATION FAVORITES Logout

DATATEL Colleague

No Active Context

File Options Help Auto-Close Context Save Save All Cancel Cancel All

DOC - Document Codes DOCP - Document Paragraphs **DPAR - Define Custom Paragraphs**

Code FAXXHBOC

Description Html Business Office Check Par

Office FA - Financial Aid

Merge File FIN.AID

Reformatting Option

Financial Aid Year

Paragraph Text

1	<div id="content">
2	Dear @FA.FIRST.NAME ,
3	
4	
5	The Office of Financial Aid and Veterans Affairs would like to
6	inform you that you will have a net disbursement check available for
7	Summer 2014 courses beginning on <font style="font-weight:
8	bold">Friday, June 20th in the RCC Business Office.
9	
10	
11	The Business Office is located in the Administration/Education

Controller Custom Paragraphs Value 3/3

My Screenshot: 06-25-14 16:30:45



Example Email (Common Tags)

The screenshot shows a web browser window displaying an email editor. The browser's address bar shows the URL `https://ui.randolph.edu:56500/uiproduction/s/index.htm`. The page title is "UI 4.4 Datatel Colleague - [trogonj / prod] - Mozilla Firefox". The browser's menu bar includes "File", "Options", and "Help". The browser's toolbar shows "Save", "Save All", "Cancel", and "Cancel All". The browser's status bar shows "st-doc".

The email editor is titled "Comment Screen" and has a toolbar with "Save", "Cancel", "Timestamp", and "Find" buttons. The editor's content area shows the following HTML code:

```
<div id="content">
Dear @FA.FIRST.NAME ,
<br />
<br />
The Office of Financial Aid and Veterans Affairs would like to
inform you that you will have a net disbursement check available for
Summer 2014 courses beginning on <font style="font-weight:
bold">Friday, June 20th</font> in the RCC Business Office.
<br />
<br />
The Business Office is located in the Administration/Education
Center on the main campus and is open from 8 a.m. to 5 p.m. Monday
through Thursday and 8 a.m. to 3 p.m. on Friday. <font
style="font-style: italic;font-weight: bold">You must present a
picture ID when picking up your check.</font> If you are unable to
pick up your check during these times or have special circumstances
that prevent you from coming to campus, please let us know and we
will do our best to assist you.
<br />
<br />
<br />
The Business Office is located in the Administration/Education
```

Red arrows point to the following HTML tags in the code:

- `` is labeled "Bold font".
- `` is labeled "Bold and italicize font".

The rendered text in the editor shows the following content:

Dear @FA.FIRST.NAME ,

The Office of Financial Aid and Veterans Affairs would like to inform you that you will have a net disbursement check available for Summer 2014 courses beginning on **Friday, June 20th** in the RCC Business Office.

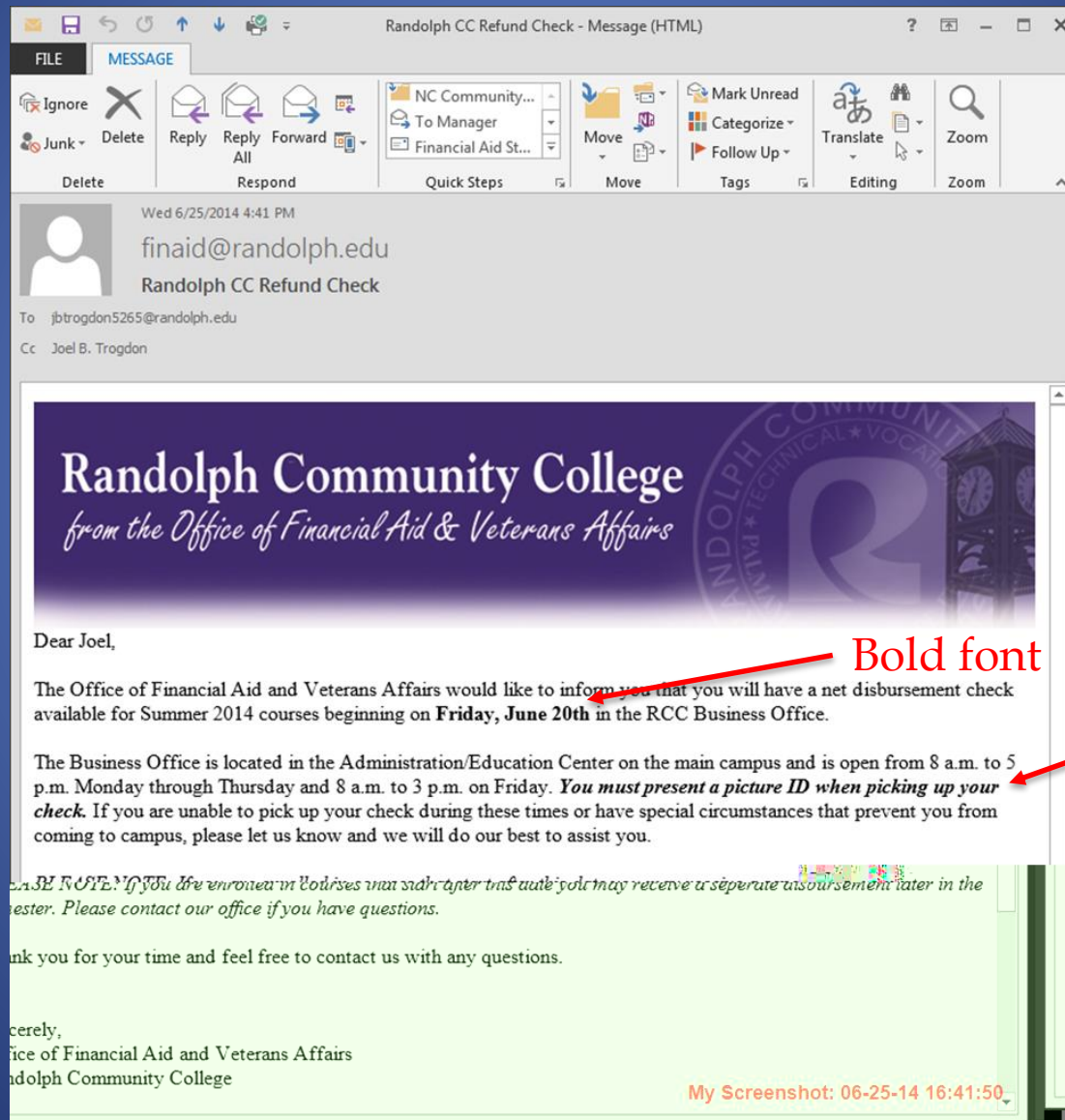
The Business Office is located in the Administration/Education Center on the main campus and is open from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. ***You must present a picture ID when picking up your check.*** If you are unable to pick up your check during these times or have special circumstances that prevent you from coming to campus, please let us know and we will do our best to assist you.

The Business Office is located in the Administration/Education

My Screenshot: 06-25-14 16:30:52



Example Email (Common Tags)



Bold font

Bold and italicize font



Example Email (Lists)

The screenshot displays the Datatel Colleague interface within a Mozilla Firefox browser. The browser's address bar shows the URL <https://ui.randolph.edu:56500/uiproduction/s/index.htm>. The application header includes the Datatel Colleague logo and a navigation bar with options like 'SEARCH RESULTS', 'NAVIGATION', and 'FAVORITES'. A search bar is present with the text 'st-doc' and a 'Search' button. Below the header, a status bar indicates 'No Active Context'. The main content area shows document details: 'Document Name : FA14HAWD 14/15 Html Award Notif.' and 'Document Type : EMAIL E-Mail Built From Doc Pa'. A 'Recalculate Paragraphs' button is set to 'Yes'. The primary section is a table for 'Custom Paragraphs' with three columns: 'Custom Paragraphs', 'Position', and 'Rules'. The table contains 12 rows. The third row is circled in red, showing the text 'FA14HAWD Award Letter Notification' in the first column, '1' in the second column, and an empty field in the third column. Other rows include 'FA T2.EMAIL Send to Both Email Types', 'FAXXHRAN FA Logo for RCC', and 'FAXXHCON HTML Confidentiality Closing'. The bottom right corner of the screenshot contains the text 'My Screenshot: 06-25-14 16:28:03'. A faint circular seal of Randolph Community College is visible in the background on the right side.

Custom Paragraphs	Position	Rules
1 FA T2.EMAIL Send to Both Email Types	1	
2 FAXXHRAN FA Logo for RCC	1	
3 FA14HAWD Award Letter Notification	1	
4 FAXXHCON HTML Confidentiality Closing	1	
5		
6		
7		
8		
9		
10		
11		
12		

My Screenshot: 06-25-14 16:28:03

Example Email (Lists)

UI 4.4 Datatel Colleague - [trogdnoj / prod] - Mozilla Firefox
https://ui.randolph.edu:56500/uiproduction/st/index.htm

st-doc Search SEARCH RESULTS NAVIGATION FAVORITES Logout

DATATEL Colleague

No Active Context

File Options Hélp Auto-Close Context Save Save All Cancél Cancél All

DOC - Document Codes DOCP - Document Paragraphs **DPAR - Define Custom Paragraphs**

Code: FA14HAWD
Description: Award Letter Notification
Office: FA - Financial Aid
Merge File: PERSON
Reformatting Option:
Financial Aid Year: 2014

Paragraph Text

- <div id="content">
- Dear @FIRST.NAME ,
-

-

- Conratulations! The Office of Financial Aid and Veterans Affairs
- would like to inform you that you have been awarded financial aid
- for the 2014-2015 academic year. You may access your award letter by
- completing each of the steps below.
-

-

-

Controller Custom Paragraphs Value 3/4

6:29:13 My Screenshot: 06-25-14 1



Example Email (Lists)

2014-15 Financial Aid Award Letter Notification - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Quick Steps Move Rules Mark Unread Categorize Follow Up Translate Zoom

Wed 6/25/2014 4:39 PM

finaid@randolph.edu

2014-15 Financial Aid Award Letter Notification

To: jbtrogdon5265@randolph.edu

Cc: Joel B. Trogdon

Randolph Community College
from the Office of Financial Aid & Veterans Affairs

Dear Joel,

Congratulations! The Office of Financial Aid and Veterans Affairs would like to inform you that you have been awarded financial aid for the 2014-2015 academic year. You may access your award letter by completing each of the steps below.

1. Go to Webadvisor via Campus Cruiser at cruiser.randolph.edu
2. Login to Campus Cruiser and select the "Webadvisor" tab.
3. Go to the "Students" menu under the Webadvisor tab.
4. Select "My Financial Aid Award Letter"
5. Select "2014 - Year 2014" in the drop down menu and click Submit.
6. To view the eligibility criteria for each award, please visit www.randolph.edu/fin_aid

My Screenshot: 06-25-14 16:41:03

Ordered List



HTML Tags

HTML Hyperlinks

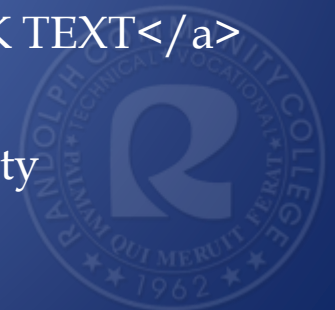
The HTML `<a>` tag defines a hyperlink. A hyperlink (or link) is a word, group of words, or image that you can click on to jump to another document. When you move the cursor over a link in a web page, the arrow will turn into a little hand.

The most important attribute of the `<a>` element is the “href” attribute, which indicates the link's destination. By default, links will appear as follows in all browsers:

- An unvisited link is underlined and blue
- A visited link is underlined and purple
- An active link is underlined and red

The actual syntax, or tag, that you will use is: `LINK TEXT`

Example: `Randolph Community College`



HTML Tags

Hyperlinks in a sentence:

Syntax: Thank you for attending this financial aid presentation! For more information, please visit our website at www.randolph.edu.

Appears as: Thank you for attending this financial aid presentation! For more information, please visit our website at www.randolph.edu.



Example Email (Hyperlinks)

The screenshot shows the Datatel Colleague web interface. The browser address bar indicates the URL: <https://ui.randolph.edu:56500/uiproduction/s/index.htm>. The application header includes the Datatel Colleague logo and a navigation bar with 'SEARCH RESULTS', 'NAVIGATION', and 'FAVORITES'. Below the header, a status bar shows 'No Active Context'. The main content area displays document details: 'Document Name : FA14HAWD 14/15 Html Award Notif.' and 'Document Type : EMAIL E-Mail Built From Doc Pa'. A 'Recalculate Paragraphs' button is set to 'Yes'. The 'Custom Paragraphs' section contains a table with 12 rows. The third row, 'FA14HAWD Award Letter Notification', is circled in red. The 'Position' column shows '1' for the first four rows and empty boxes for the remaining eight. The 'Rules' column contains empty input fields for each row.

Custom Paragraphs	Position	Rules
1 FA.T2.EMAIL Send to Both Email Types	1	
2 FAXXHRAN FA Logo for RCC	1	
3 FA14HAWD Award Letter Notification	1	
4 FAXXHCON HTML Confidentiality Closing	1	
5		
6		
7		
8		
9		
10		
11		
12		

My Screenshot: 06-25-14 16:28:03



Example Email (Hyperlinks)

UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox
https://ui.randolph.edu:56500/uiproduction/st/index.htm

st-doc Search SEARCH RESULTS NAVIGATION FAVORITES Logout

DATATEL Colleague

No Active Context

File Options Hélp Auto-Close Context Save Save All Cancél Cancél All

DOC - Document Codes DOCP - Document Paragraphs **DPAR - Define Custom Paragraphs**

Code

Description

Office

Merge File

Reformatting Option

Financial Aid Year

Paragraph Text

1

2

3

4

5

6

7

8

9

10

11

Controller Custom Paragraphs Value 3/4

6:29:13 My Screenshot: 06-25-14 1



Example Email (Hyperlinks)

UI 4.4 Datatel Colleague - [trogonj / prod] - Mozilla Firefox
https://ui.randolph.edu:56500/uiproduction/sl/index.htm

st-doc Search SEARCH RESULTS NAVIGATION FAVORITES Logout

DATA
Colleague

No Active Context

File Options Help Auto-Close Context Save Save All Cancel Cancel All

DOC - Document Codes DOCP - Document Paragraphs DPAR - Define Custom Paragraphs

Comment Screen

Save Cancel Timestamp Find Find Next

Congratulations! The Office of Financial Aid and Veterans Affairs would like to inform you that you have been awarded financial aid for the 2014-2015 academic year. You may access your award letter by completing each of the steps below.

adadvisor via Campus Cruiser at cruiser.randolph.edu

Campus Cruiser and select the "Webadvisor" tab.

"Students" menu under the Webadvisor tab.

"My Financial Aid Award Letter"

"2014 - Year 2014" in the drop down menu and click

Hyperlink tag

Go to Webadvisor
href="http://cruiser.randolph.edu" target="_blank">cruiser.randolph.edu

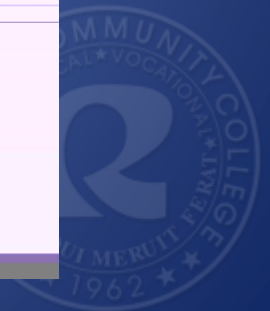
Login to Webadvisor

Go to the "Students" menu

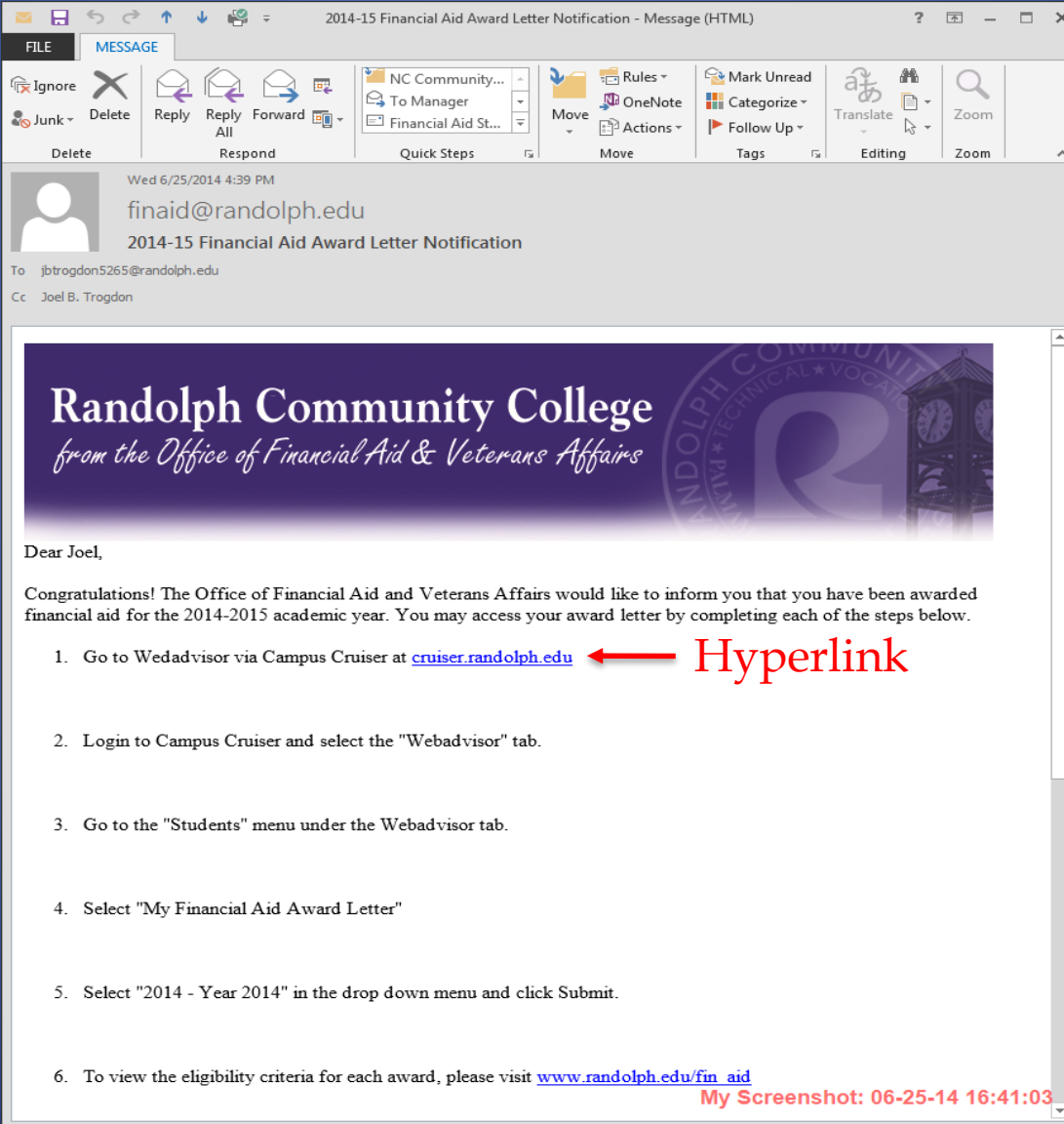
Select "My Financial Aid Award Letter"

Select "2014 - Year 2014" in the drop down menu and click

My Screenshot: 06-25-14 16:30:12



Example Email (Hyperlinks)



2014-15 Financial Aid Award Letter Notification - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Quick Steps Move Rules Mark Unread Categorize Follow Up Translate Zoom

Wed 6/25/2014 4:39 PM

finaid@randolph.edu

2014-15 Financial Aid Award Letter Notification

To jbtrogdon5265@randolph.edu

Cc Joel B. Trogdon

Randolph Community College
from the Office of Financial Aid & Veterans Affairs

Dear Joel,

Congratulations! The Office of Financial Aid and Veterans Affairs would like to inform you that you have been awarded financial aid for the 2014-2015 academic year. You may access your award letter by completing each of the steps below.

1. Go to Webadvisor via Campus Cruiser at cruiser.randolph.edu ← **Hyperlink**
2. Login to Campus Cruiser and select the "Webadvisor" tab.
3. Go to the "Students" menu under the Webadvisor tab.
4. Select "My Financial Aid Award Letter"
5. Select "2014 - Year 2014" in the drop down menu and click Submit.
6. To view the eligibility criteria for each award, please visit www.randolph.edu/fin_aid

My Screenshot: 06-25-14 16:41:03



HTML Tags

Embedding an Image

In HTML, images are defined with the tag. The tag is empty, which means that it contains attributes only, and has no closing tag. To display an image on a page, you need to use the src attribute. (Src stands for "source".) The value of the src attribute is the URL of the image you want to display.

The actual syntax, or tag, that you will use is:

Example:



Our Email Header is 790 pixels by 179 pixels. We have found that this fits in most email browsers.

HTML Tags

Embedding an Image

The URL points to the location where the image is stored. An image named "header.jpg", located in the "images" directory on "www.randolph.edu" has the URL: <http://www.randolph.edu/images/header.jpg>

The browser displays the image where the tag occurs in the document. If you put an image tag between two paragraphs, the browser shows the first paragraph, then the image, and then the second paragraph.

The "Alt Attribute"

The required alt attribute specifies an alternate text for an image, if the image cannot be displayed. These are also used when "Screen Reader" programs read the text of your email to visually impaired students.

The value of the alt attribute is an author-defined text:

```

```



Example Email (Embedding Images)

The screenshot displays the Datatel Colleague web interface. The browser window title is "UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox". The address bar shows the URL "https://ui.randolph.edu:56500/uiproduction/s/index.htm". The application header includes the "DATATEL Colleague" logo and navigation tabs for "SEARCH RESULTS", "NAVIGATION", and "FAVORITES". A search bar contains "st-doc" and a "Logout" link is visible.

The main content area is titled "DOC - Document Codes" and shows a document configuration form for "Document Name : FA14HAWD". The form includes the following fields and options:

- Description: 14/15 Html Award Notif.
- Document Type: EMAIL E-Mail Built From Doc Paras
- Office Code: FA Financial Aid
- Author: [Empty field]
- Receipt Numbers: [Empty field]
- History Type: C Code
- Send Multiple: Yes
- Print Day: D Daily
- Grouping Name: [Empty field]
- Print Actions: 1 [Empty field]
- History Actions: 1 [Empty field]
- Name/Addr Hierarchy: FA Financial Aid Hierarchy
- Mail Type: [Empty field]
- Merge File: LTREQ
- Document Paragraphs: [X] [Icon]
- Document File Setup: [X] [Icon]
- Hardcopy Document Options: [] [Icon]
- E-Mail Document Options: [X] [Icon]
- FA Year: 2014

A red circle highlights the "Merge File" field, which contains the value "LTREQ".

My Screenshot: 06-25-14 16:27:56



Example Email (Hyperlinks)

The screenshot shows the Datatel Colleague web interface. At the top, the browser address bar displays the URL <https://ui.randolph.edu:56500/uiproduction/s/index.htm>. The application header includes the Datatel Colleague logo and a navigation menu with options like 'SEARCH RESULTS', 'NAVIGATION', and 'FAVORITES'. A search bar is present with the text 'st-doc' and a 'Search' button. Below the header, a status bar indicates 'No Active Context'. The main content area is titled 'DOC - Document Codes' and 'DOCP - Document Paragraphs'. It displays document details: 'Document Name : FA14HAWD 14/15 Html Award Notif.' and 'Document Type : EMAIL E-Mail Built From Doc Pa'. A 'Recalculate Paragraphs' button is set to 'Yes'. The core of the interface is a table for 'Custom Paragraphs' with columns for 'Position' and 'Rules'. The first two rows are highlighted with a red circle:

	Custom Paragraphs	Position	Rules
1	FA T2 EMAIL Send to Both Email Types	1	
2	FAXXHRAN FA Logo for RCC	1	
3	FA14HAWD Award Letter Notification	1	
4	FAXXHCON HTML Confidentiality Closing	1	
5			
6			
7			
8			
9			
10			
11			
12			

At the bottom right of the screenshot, there is a timestamp: 'My Screenshot: 06-25-14 16:28:03'. A faint circular logo for 'COMMUNITY COLLEGE' is visible in the bottom right corner of the overall image.

Example Email (Embedding Images)

The screenshot displays a web browser window with the URL <https://ui.randolph.edu:56500/ui/production/si/index.htm>. The browser's address bar shows the URL, and the page title is "st-doc". The browser's navigation bar includes "SEARCH RESULTS", "NAVIGATION", "FAVORITES", and "Logout". The page header features the "DATATEL Colleague" logo and a search bar. The main content area is titled "No Active Context".

The browser window shows a "File" menu with options: "Auto-Close Context", "Save", "Save All", "Cancel", and "Cancel All". The page is divided into several tabs: "DOC - Document Codes", "DOCP - Document Paragraphs", and "DPA - Define Custom Paragraphs".

The "DPA - Define Custom Paragraphs" form includes the following fields:

- Code: FAXXHRAN
- Description: FA Logo for RCC
- Office: FA - Financial Aid
- Merge File: (empty)
- Reformatting Option: (empty)
- Financial Aid Year: (empty)

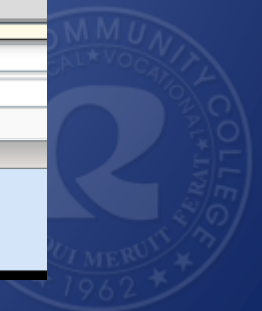
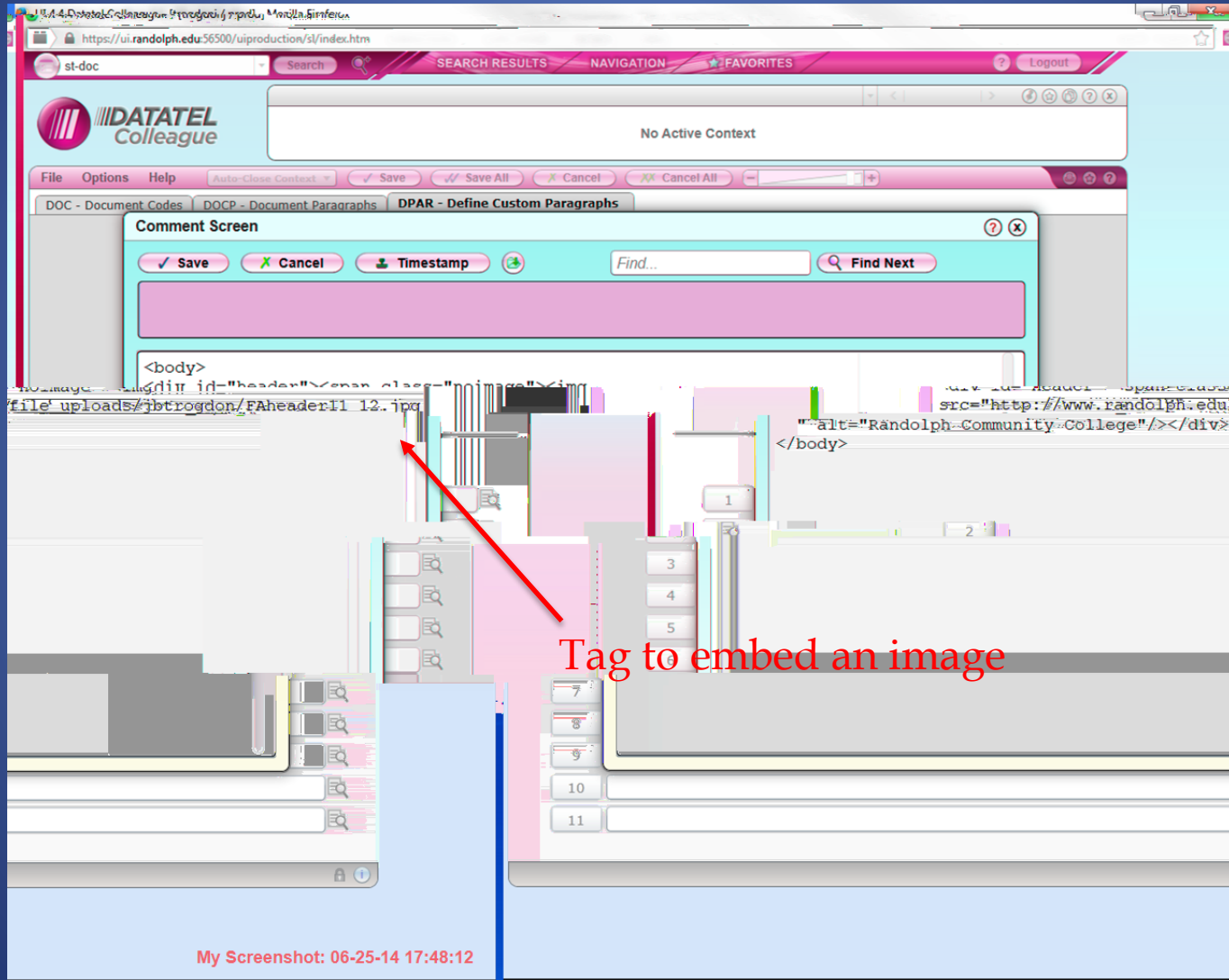
Below the form is a section titled "Paragraph Text" with 11 numbered text boxes. The text in the boxes is as follows:

- <body>
- <div id="header"></div>
- </body>
- (empty)
- (empty)
- (empty)
- (empty)
- (empty)
- (empty)
- (empty)
- (empty)

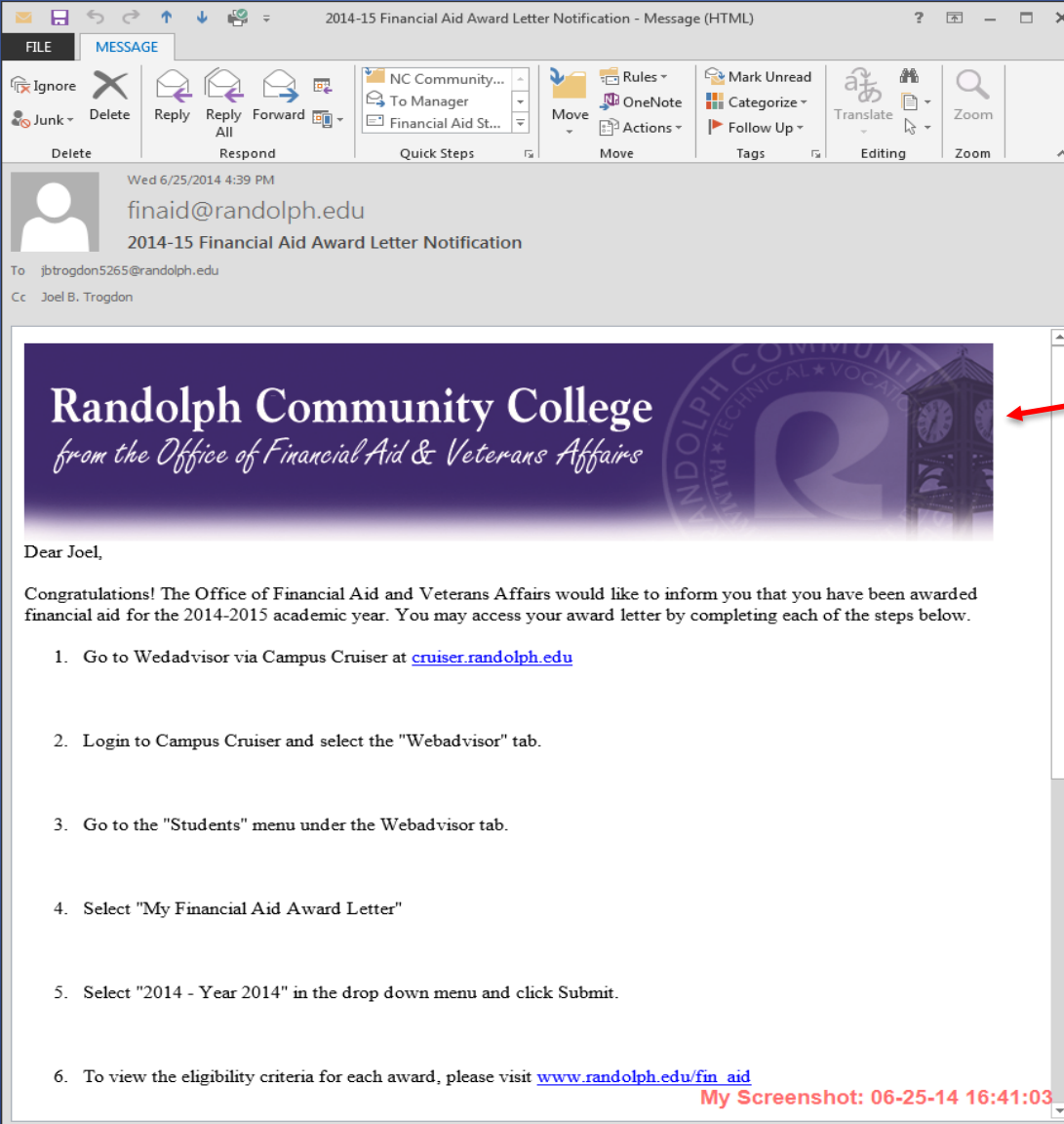
The browser's status bar at the bottom shows "Controller Custom Paragraphs" and "Value 2/4". A timestamp in the bottom right corner reads "My Screenshot: 06-25-14 17:48:03".



Example Email (Embedding Images)



Example Email (Embedding Images)



2014-15 Financial Aid Award Letter Notification - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Respond Quick Steps Move Tags Editing Zoom

NC Community... To Manager Financial Aid St... Move Actions Follow Up Translate Zoom

Wed 6/25/2014 4:39 PM

finaid@randolph.edu

2014-15 Financial Aid Award Letter Notification

To jbtrogdon5265@randolph.edu

Cc Joel B. Trogdon

Randolph Community College
from the Office of Financial Aid & Veterans Affairs

Dear Joel,

Congratulations! The Office of Financial Aid and Veterans Affairs would like to inform you that you have been awarded financial aid for the 2014-2015 academic year. You may access your award letter by completing each of the steps below.

1. Go to Webadvisor via Campus Cruiser at cruiser.randolph.edu
2. Login to Campus Cruiser and select the "Webadvisor" tab.
3. Go to the "Students" menu under the Webadvisor tab.
4. Select "My Financial Aid Award Letter"
5. Select "2014 - Year 2014" in the drop down menu and click Submit.
6. To view the eligibility criteria for each award, please visit www.randolph.edu/fin_aid

My Screenshot: 06-25-14 16:41:03

Office Header



Sending Emails to Multiple Addresses



Sending Emails to Multiple Addresses

- Ellucian's Colleague system has the ability to send emails to more than one email address.
- The default setup is to send communications to one email address.
 - This is determined by the Name/Address Hierarchy that you have chosen on the DOC mnemonic
- To send emails to more than one email address, you simply need to create a virtual field that calls in the secondary address and colleague will “carbon copy” your communication to that address.



Sending Emails to Multiple Addresses

The screenshot displays the Datatel Colleague web application interface. The browser window title is "UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox". The address bar shows the URL "https://ui.randolph.edu:56500/uiproduction/s/index.htm". The page header includes "st-doc", "Search", "SEARCH RESULTS", "NAVIGATION", "FAVORITES", and "Logout". The main content area is titled "DOC - Document Codes" and shows a document configuration form for "Document Name : FA14HAWD".

The form fields and their values are:

- Description: 14/15 Html Award Notif.
- Document Type: EMAIL E-Mail Built From Doc Paras
- Office Code: FA Financial Aid
- Author: [Empty]
- Receipt Numbers: [Empty]
- History Type: C Code
- Send Multiple: Yes
- Print Day: D Daily
- Grouping Name: [Empty]
- Print Actions: 1 [Empty]
- History Actions: 1 [Empty]
- Name/Addr Hierarchy: FA Financial Aid Hierarchy
- Mail Type: [Empty]
- Merge File: LTREQ
- Document Paragraphs: [X] [Empty]
- Document File Setup: [X] [Empty]
- Hardcopy Document Options: [Empty]
- E-Mail Document Options: [X] [Empty]
- FA Year: 2014

The "Merge File" field is circled in red. The "Document Paragraphs" and "Document File Setup" fields have a red 'X' in a box next to them, indicating they are selected. The "E-Mail Document Options" field also has a red 'X' in a box next to it.

My Screenshot: 06-25-14 16:27:56



Sending Emails to Multiple Addresses

The screenshot shows the Datatel Colleague web application interface. The browser window title is "UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox". The address bar shows the URL "https://ui.randolph.edu:56500/uiproduction/s/index.htm". The application header includes the Datatel Colleague logo and a search bar. The main content area displays document information: "Document Name : FA14HAWD 14/15 Html Award Notif." and "Document Type : EMAIL E-Mail Built From Doc Pa". Below this, there is a "Recalculate Paragraphs" button set to "Yes". The "Custom Paragraphs" section contains a table with 12 rows. The first row is circled in red and contains the text "FA.T2.EMAIL Send to Both Email Types". The "Position" column for the first four rows contains the number "1", while the remaining rows are empty. The "Rules" column is empty for all rows.

Custom Paragraphs	Position	Rules
1 FA.T2.EMAIL Send to Both Email Types	1	
2 FAXXHRAN FA Logo for RCC	1	
3 FA14HAWD Award Letter Notification	1	
4 FAXXHCON HTML Confidentiality Closing	1	
5		
6		
7		
8		
9		
10		
11		
12		

My Screenshot: 06-25-14 16:28:03



Sending Emails to Multiple Addresses

UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox
https://ui.randolph.edu:56500/uiproduction/sf/index.htm

st-doc Search SEARCH RESULTS NAVIGATION FAVORITES Logout

DATATEL Colleague

No Active Context

File Options Help Auto-Close Context Save Save All Cancel Cancel All

DOC - Document Codes DOCP - Document Paragraphs **DPAR - Define Custom Paragraphs**

Code: FA.T2.EMAIL
Description: Send to Both Email Types
Office: FA - Financial Aid
Merge File: PERSON
Reformatting Option:
Financial Aid Year:

Paragraph Text

1	MIME-Version: 1.0	
2	Content-Type: text/html	
3	CC: @X864.T2.EMAIL	
4		
5		
6		
7		
8		
9		
10		
11		

Controller Custom Paragraphs Value 1/4

My Screenshot: 06-25-14 18:07:57



Sending Emails to Multiple Addresses

The screenshot shows a web browser window displaying the 'DATATEL Colleague' application. The browser's address bar shows the URL 'https://ui.randolph.edu:56500/uiproduction/st/index.htm'. The application interface includes a search bar, navigation links, and a 'Logout' button. A 'Comment Screen' dialog box is open, featuring a 'Save' button, a 'Cancel' button, a 'Timestamp' button, and a 'Find Next' button. The main content area of the dialog box displays the following text:

```
MIME-Version: 1.0  
Content-Type: text/html  
CC: @X864.T2.EMAIL|
```

A red arrow points to the end of the 'CC' field, with the text 'Virtual Field to send to second address' written in red. The background of the application shows a list of document codes (DOC, DOCP, DPAR) and a sidebar with numbered buttons (1-11).

My Screenshot: 06-25-14 18:08:02



Sending Emails to Multiple Addresses

The screenshot displays the 'RDVF - Computed Columns Inquiry' interface in the Datatel Colleague application. The main title is 'X864.T2.EMAIL'. The interface includes a menu bar with 'File', 'Options', and 'Help', and a toolbar with 'Save', 'Save All', 'Cancel', and 'Cancel All' buttons. The 'Purpose' section contains two entries: '1 Send email to both email address types' and '2'. The 'Virtual Field Basic Code' section contains two entries: '1 SUBR("S.GET.EMAIL.ADDRESS","P",@ID)' and '2'. The 'File Name' is set to 'PERSON', 'Dictionary Name' is 'X864.T2.EMAIL', 'Display Size' is '30', and 'Justification' is 'L Left'. Other fields include 'Conversion String', 'Report Header' (set to '1'), 'Output Mask', 'Single/Multi Value' (set to 'S Single Value'), and 'Association'. A 'Subroutine Definition' button is located at the bottom right. The status bar at the bottom shows 'Controller Purpose' and 'Value 1/1'. The browser window title is 'UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox' and the URL is 'https://ui.randolph.edu:56500/uiproduction/s/index.htm'. A timestamp 'My Screenshot: 06-25-14 18:08:30' is visible in the bottom right corner.

UI 4.4 Datatel Colleague - [trogdonj / prod] - Mozilla Firefox
https://ui.randolph.edu:56500/uiproduction/s/index.htm

st-rdvt Search SEARCH RESULTS NAVIGATION FAVORITES Logout

DATATEL Colleague

No Active Context

File Options Help Auto-Close Context Save Save All Cancel Cancel All

RDVF - Computed Columns Inquiry

X864.T2.EMAIL

Created On : 03/24/14 Changed On : 03/24/14
Created By : DATATEL Changed By : DATATEL

Purpose 1 Send email to both email address types
2

Virtual Field Basic Code

1 SUBR("S.GET.EMAIL.ADDRESS","P",@ID)
2

File Name PERSON
Dictionary Name X864.T2.EMAIL
Display Size 30
Justification L Left
Conversion String
Report Header 1
Output Mask
Single/Multi Value S Single Value
Association Subroutine Definition

Controller Purpose Value 1/1

My Screenshot: 06-25-14 18:08:30



Example Email (Embedding Images)

2014-15 Financial Aid Award Letter Notification - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Quick Steps Move Rules Mark Unread Categorize Follow Up Translate Zoom

Wed 6/25/2014 4:39 PM

finaid@randolph.edu

2014-15 Financial Aid Award Letter Notification

To jbtrogdon5265@randolph.edu

Cc Joel B. Trogdon ← Carbon Copied to Second Address

Randolph Community College
from the Office of Financial Aid & Veterans Affairs

Dear Joel,

Congratulations! The Office of Financial Aid and Veterans Affairs would like to inform you that you have been awarded financial aid for the 2014-2015 academic year. You may access your award letter by completing each of the steps below.

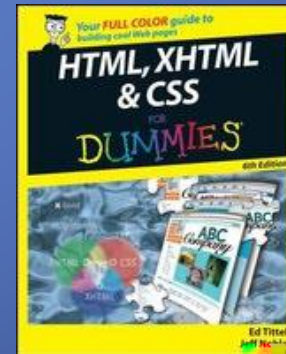
1. Go to Webadvisor via Campus Cruiser at cruiser.randolph.edu
2. Login to Campus Cruiser and select the "Webadvisor" tab.
3. Go to the "Students" menu under the Webadvisor tab.
4. Select "My Financial Aid Award Letter"
5. Select "2014 - Year 2014" in the drop down menu and click Submit.
6. To view the eligibility criteria for each award, please visit www.randolph.edu/fin_aid

My Screenshot: 06-25-14 16:41:03



What You Need to Get Started

- IT requirements and settings should already be in place at your college
- Office Logo created by marketing, and uploaded to college server
- Some HTML knowledge
 - I like the “HTML for Dummies” books!





Questions?



Thank you!

