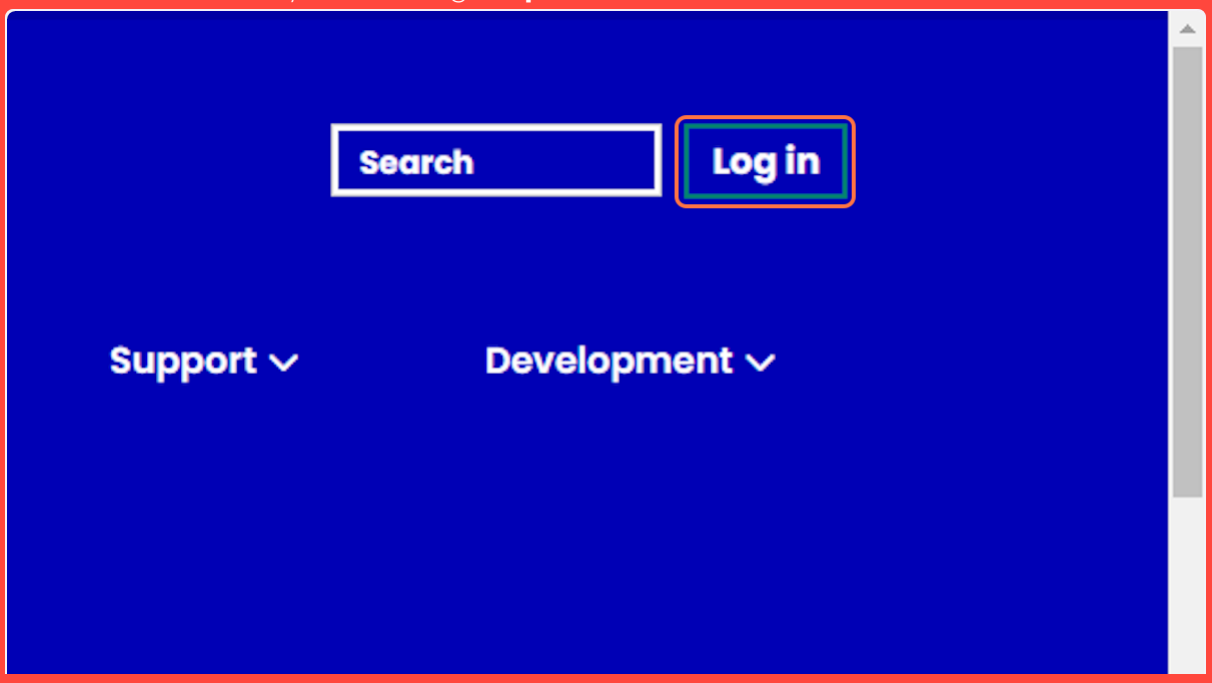
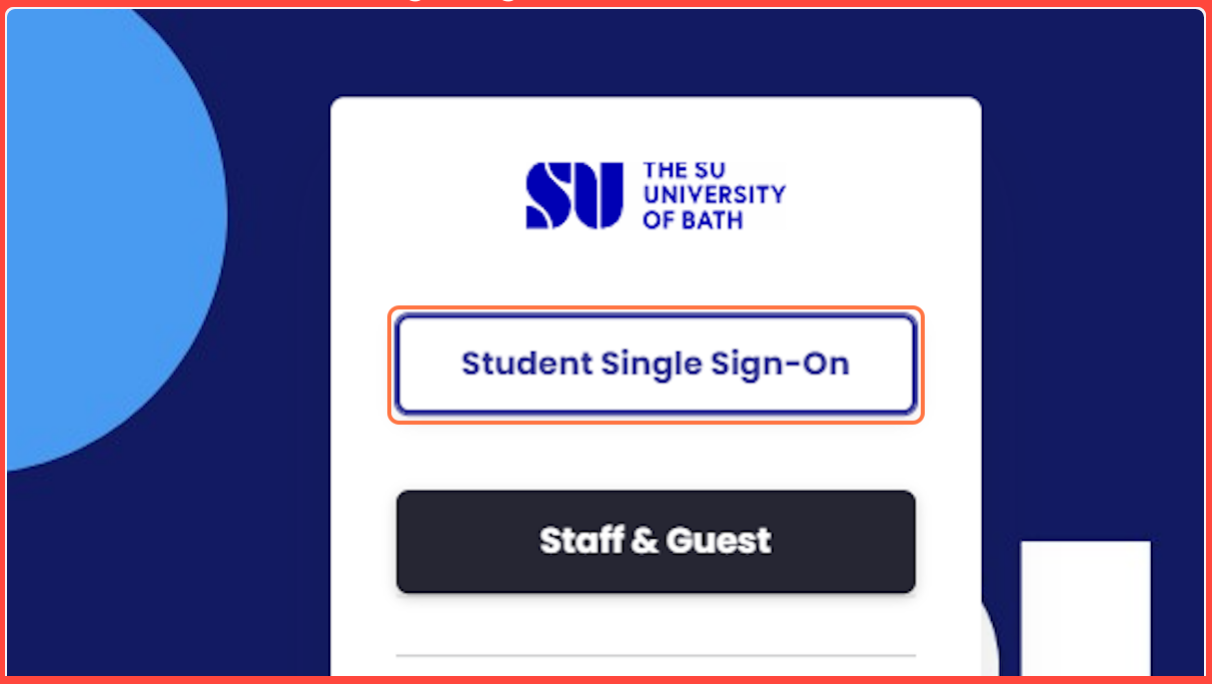
Guide to Sending Emails as a Rep

1. Press 'Log in' in the top right corner on the SU Bath website.

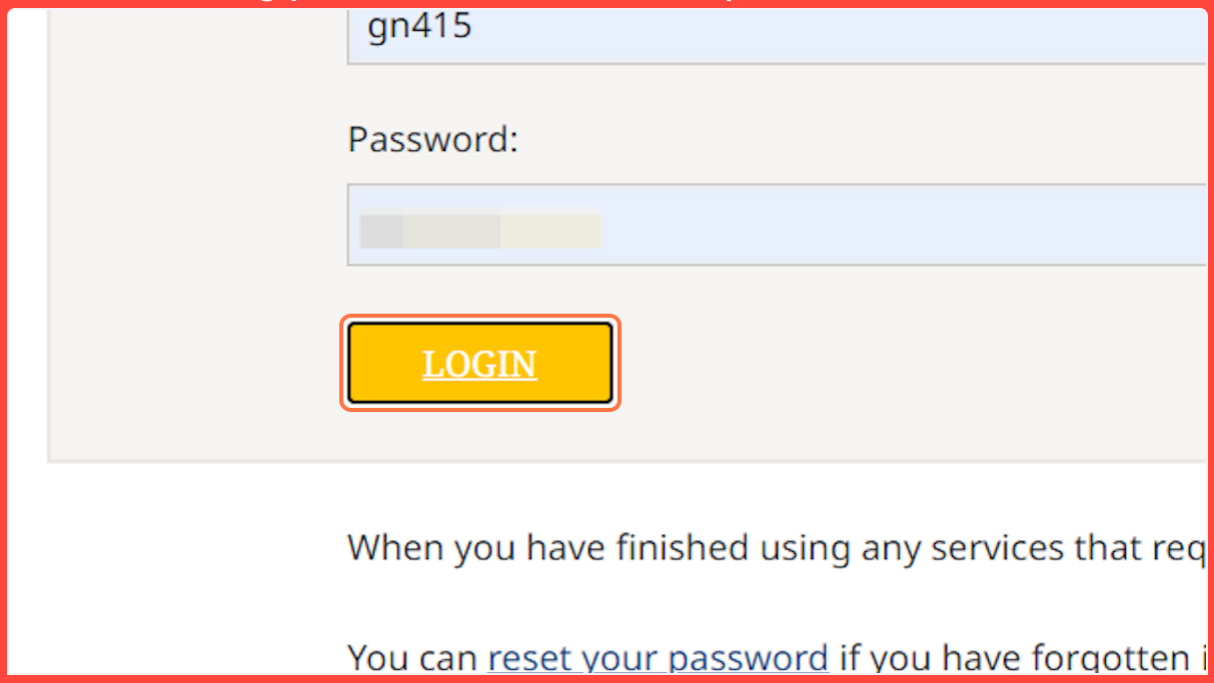
Visit the website by searching **https://www.thesubath.com/**.



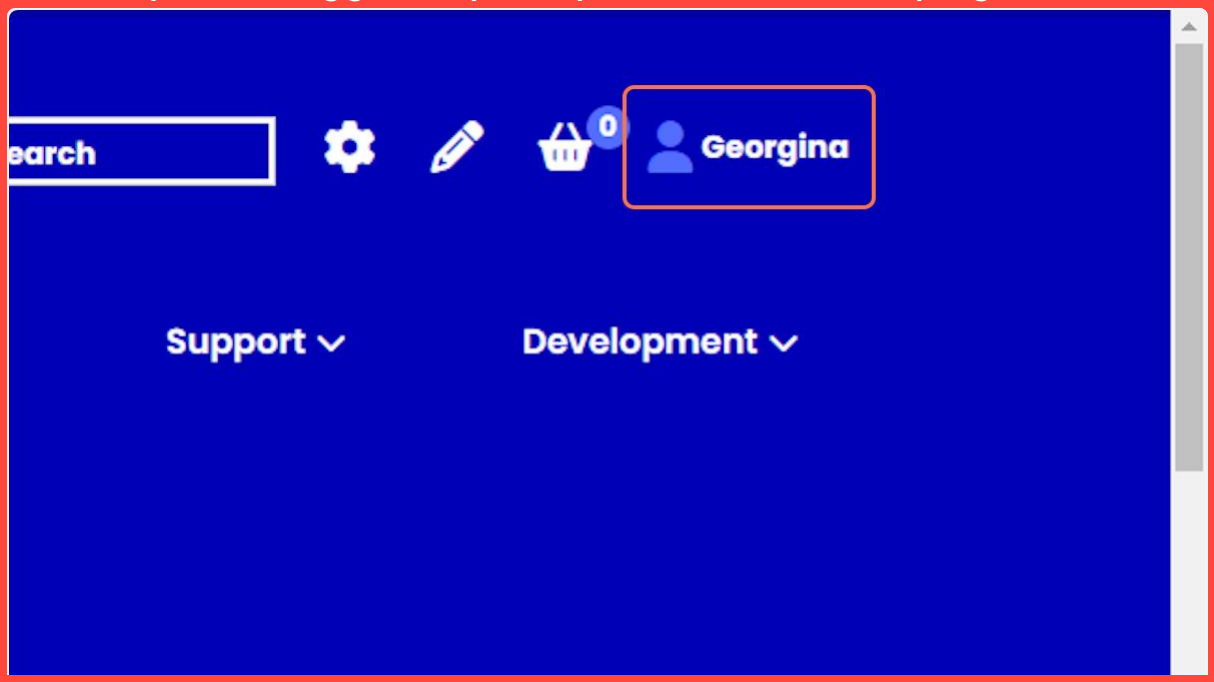
2. Press on 'Student Single Sign-On'.



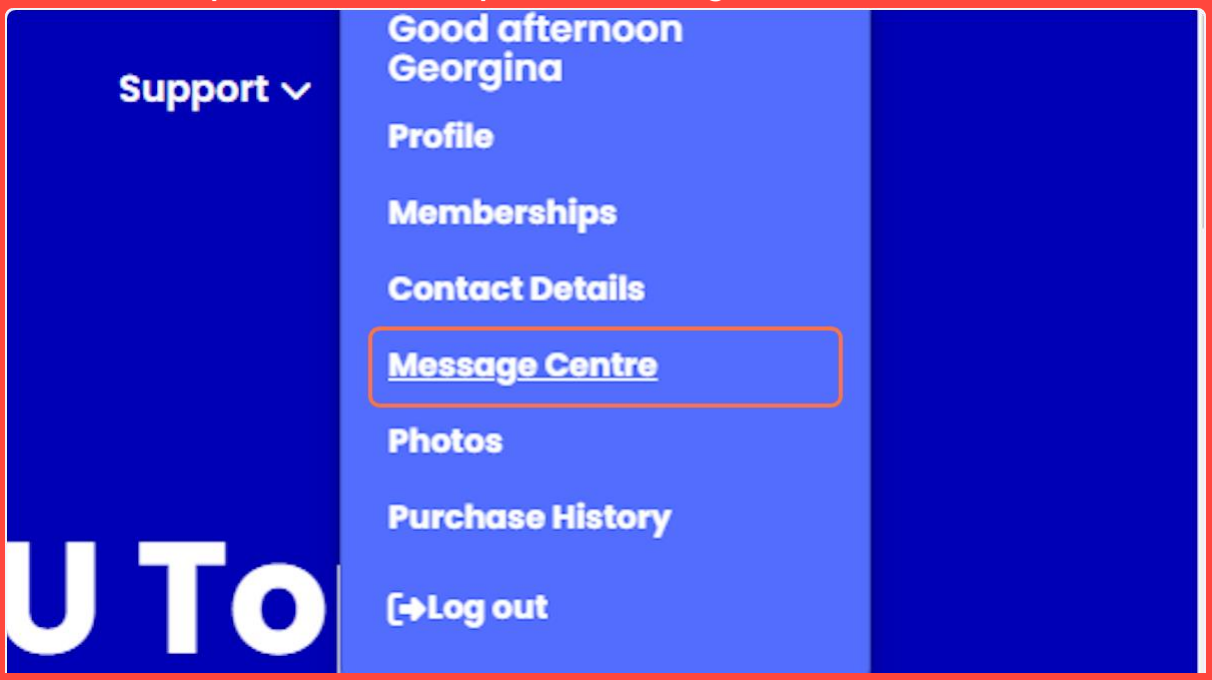
3. Enter in using your student details and press 'LOGIN'.



4. Once you are logged in, press your name in the top right corner.

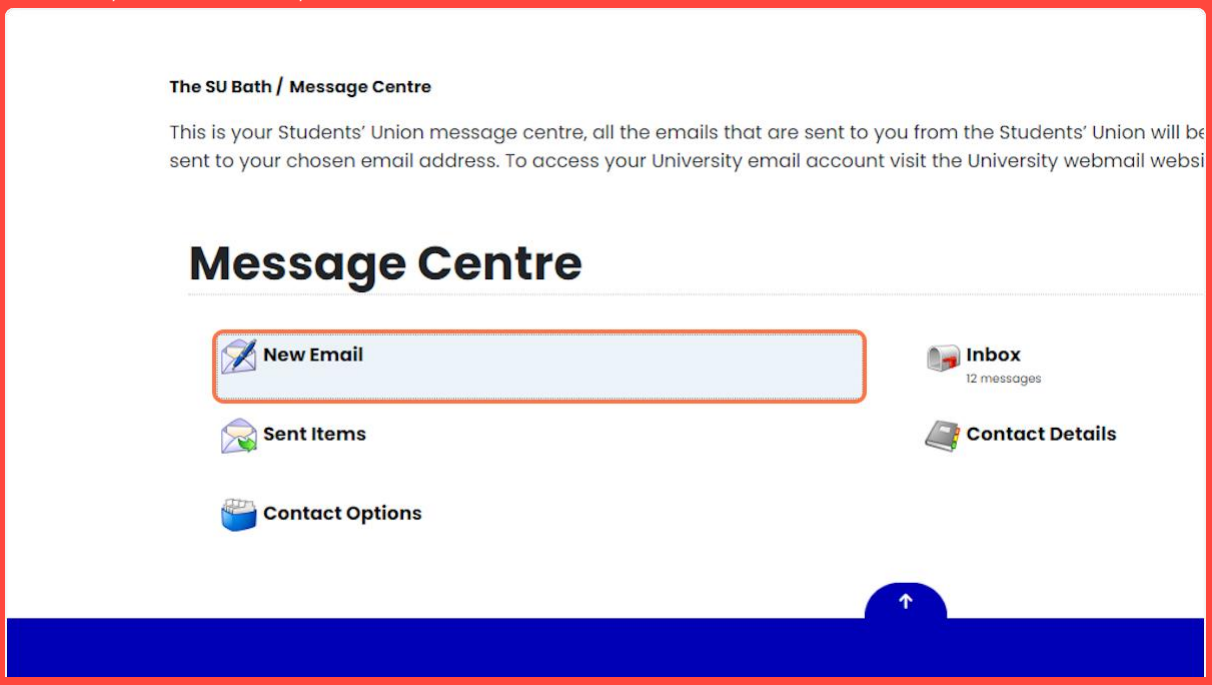


5. In the drop-down menu, press 'Message Centre'

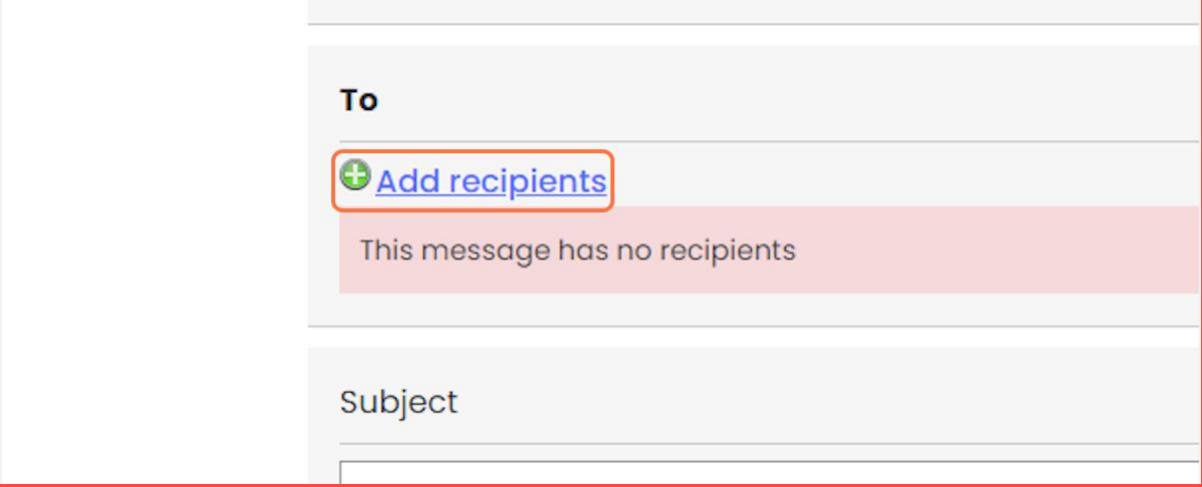


6. Press 'New Email'.

The next screen should show you a list of 'Organisations' that you can email. The one to email your students should be formatted as your course along with a year of study.

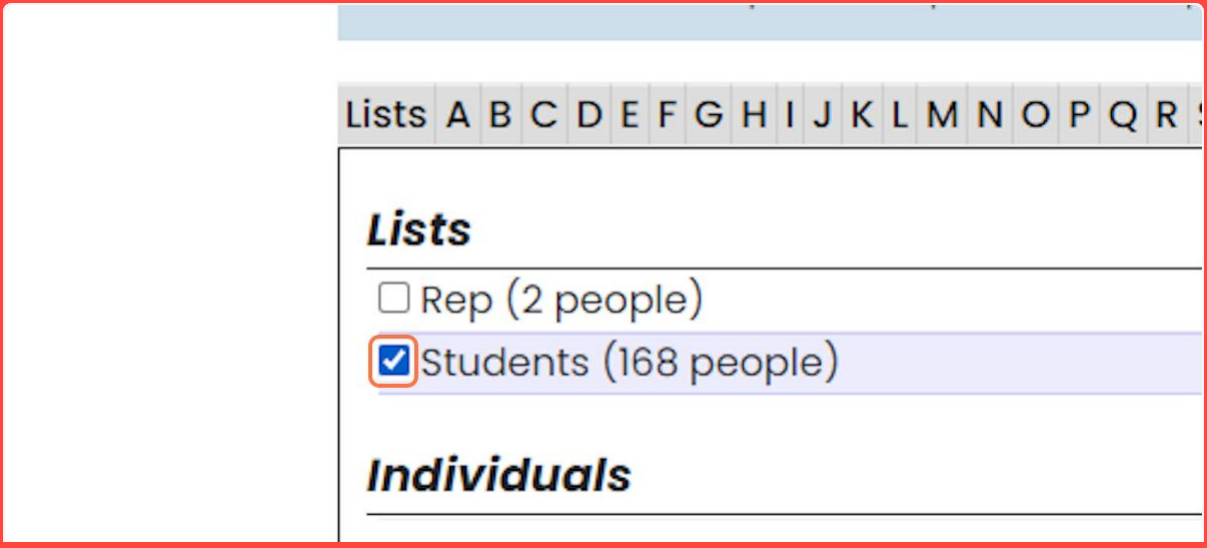


7. Press on 'Add recipients'.



8. Tick the 'Students' before pressing the 'Add Recipients' button.

If the number of students in your list does not look right, you can contact **su-voice@bath.ac.uk** to amend it.

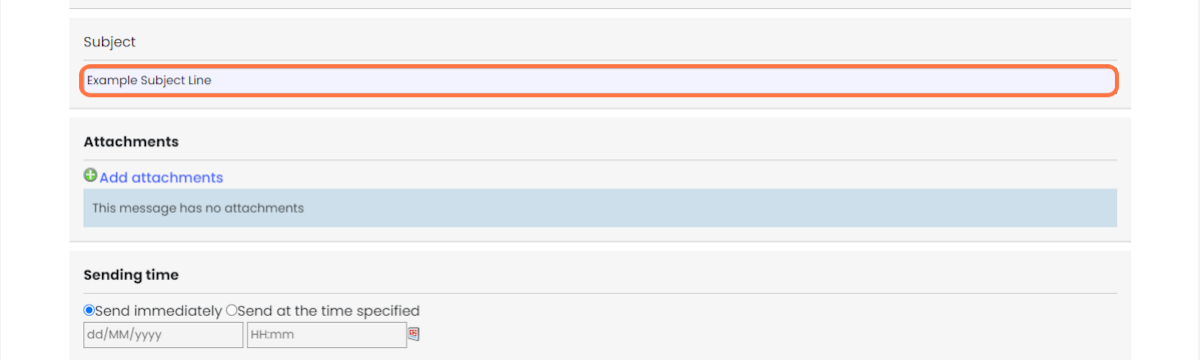


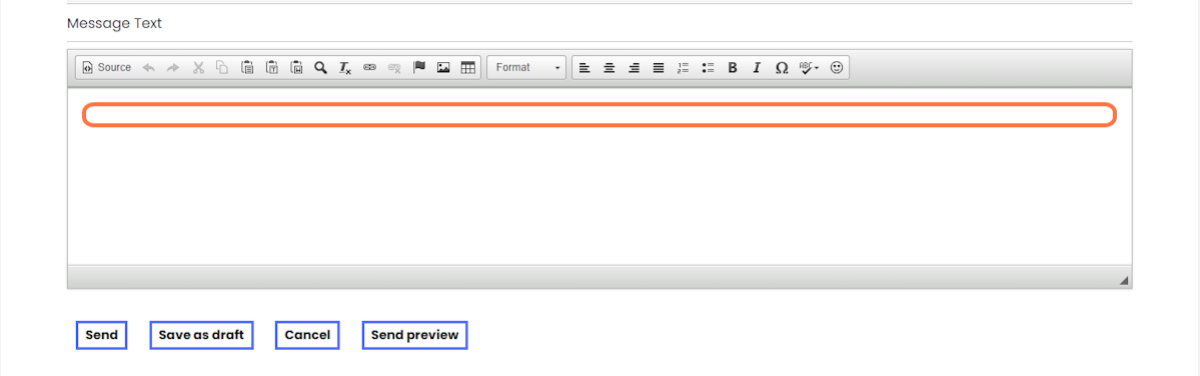
09. Write your email to students and SEND!

Emails are an efficient method of contacting a large group of people in a short space of time, this could be to collect feedback, keep students up to date with current developments or provide opportunities to students relating to their course. However, people receive lots of emails every day.

Make sure that when you send your email:

- It is clear what your email is about;
- Write succinctly;
- Use plain language;
- Get directly to the point;
- Be polite and professional;
- Don't use slang;
- Don't use excessive exclamation marks;
- Always proofread;
- Sign off your email appropriately





Have any questions?

You can read more about the University of Bath's email regulations here: **http://www.bath.ac.uk/bucs/aboutbucs/policies/bathemailpolicy/**

If you have any other questions about sending an email or anything to do with being an Academic Representative. Email **su-voice@bath.ac.uk**.

THE SU VOICE