

## How to send emails via Mailing Lists

1. Go to <https://www.thesubath.com/>
2. Click “Sign In” in the top right hand corner



WHAT'S ON

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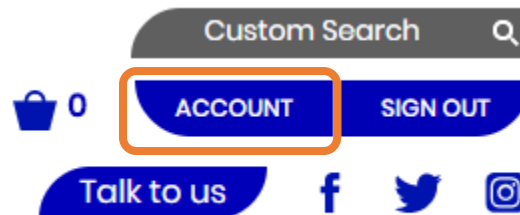
3. Sign in using your student details

## Students

Your account for **thesubath.com** is linked to your **University BUCS** account.

Students – Log in with  
Single Sign On

4. Once you are signed in, press “Account”

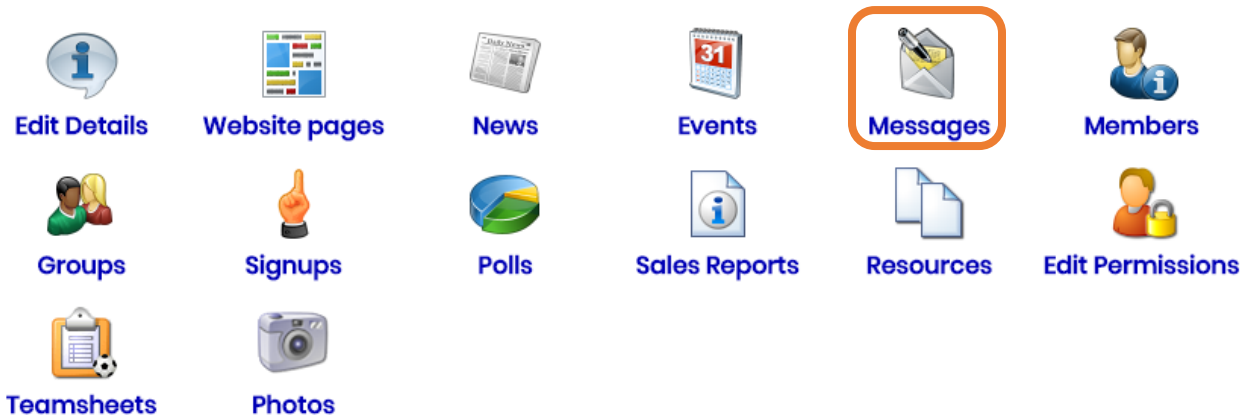


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5. A menu will appear from the side. The name of your role title will appear and click on this, you will be taken to a screen that looks like this, then click on “Messages”

# – Faculty of Engineering & Design– Architecture & Civil Engineering–BSc Architecture Year 1 Rep

Faculty of Engineering & Design–Architecture & Civil Engineering–BSc Architecture Year 1 Rep ([change](#))  
[Go to home page](#)



6. Then press “Send email”

## How to send emails via Mailing Lists

Faculty of Engineering & Design- Architecture & Civil Engineering- BSc Architecture Year 1 Rep ([change](#))

### Messaging

[Back to admin tools](#) | [Send email](#) | [My Message Centre](#)

### Drafts



Show my drafts only

There are no draft messages.

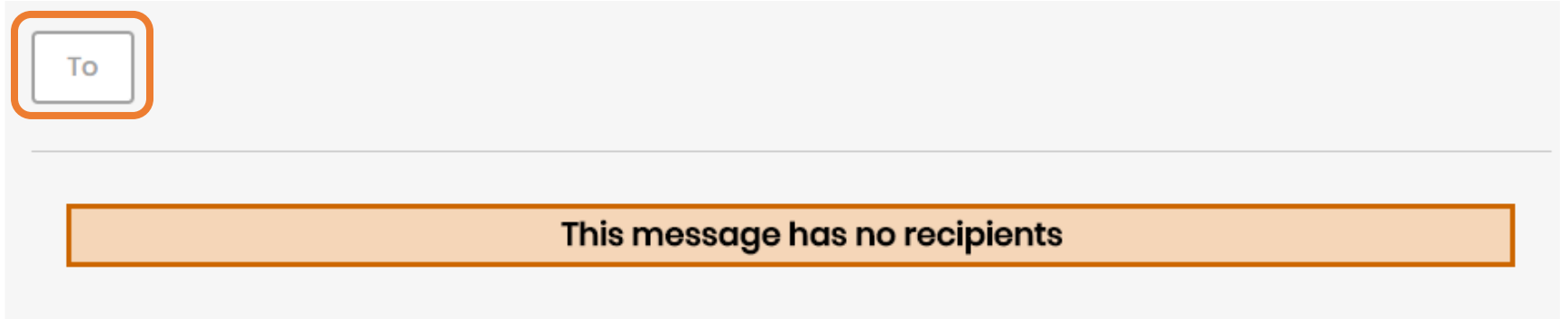
### Sent items

Show messages sent during:

There are no sent items for this period.

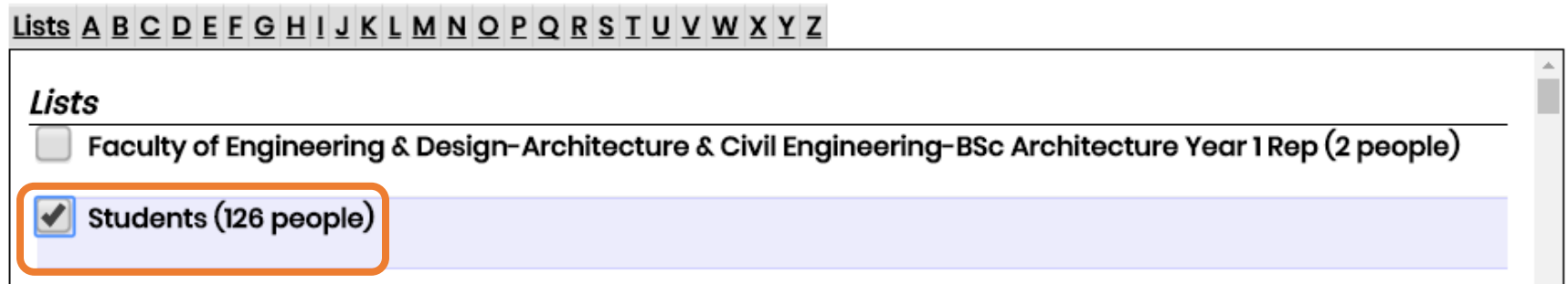
## How to send emails via Mailing Lists

7. Press "To"



The screenshot shows an email composition window. The 'To' field is highlighted with an orange border. Below the field, a message box with an orange border contains the text 'This message has no recipients'.

8. Tick the "Students" box



The screenshot shows a mailing list selection interface. At the top, there is a navigation bar with 'Lists' followed by letters A through Z. Below this, a list of mailing lists is displayed. The list includes 'Faculty of Engineering & Design-Architecture & Civil Engineering-BSc Architecture Year 1 Rep (2 people)' and 'Students (126 people)'. The 'Students (126 people)' entry is selected, indicated by a checked checkbox and a light blue background, and is highlighted with an orange border.

9. Press "Add Recipients"



The screenshot shows two buttons: 'Add Recipients' and 'Remove All'. The 'Add Recipients' button is highlighted with an orange border.

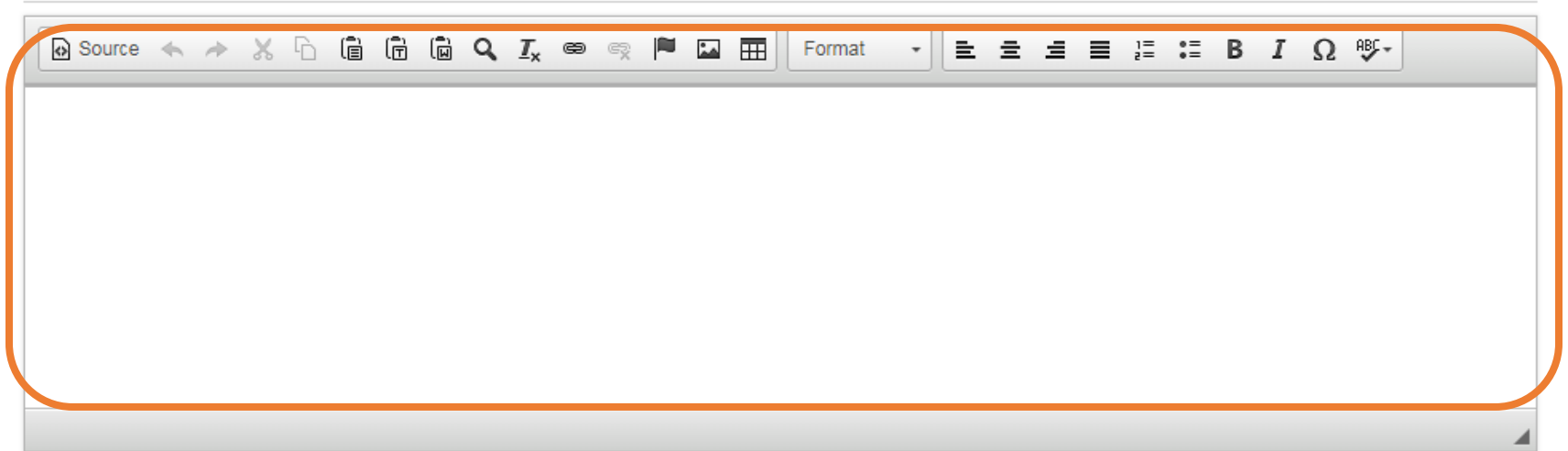
10. Choose your email subject and write it under "Subject"

11. Untick "Google campaign tracking"

## How to send emails via Mailing Lists

12. Write your message in the box under “Message Text”, the text editor is “What-you-see-is-what-you-get” and you can format your email as you would a normal email.

Message Text

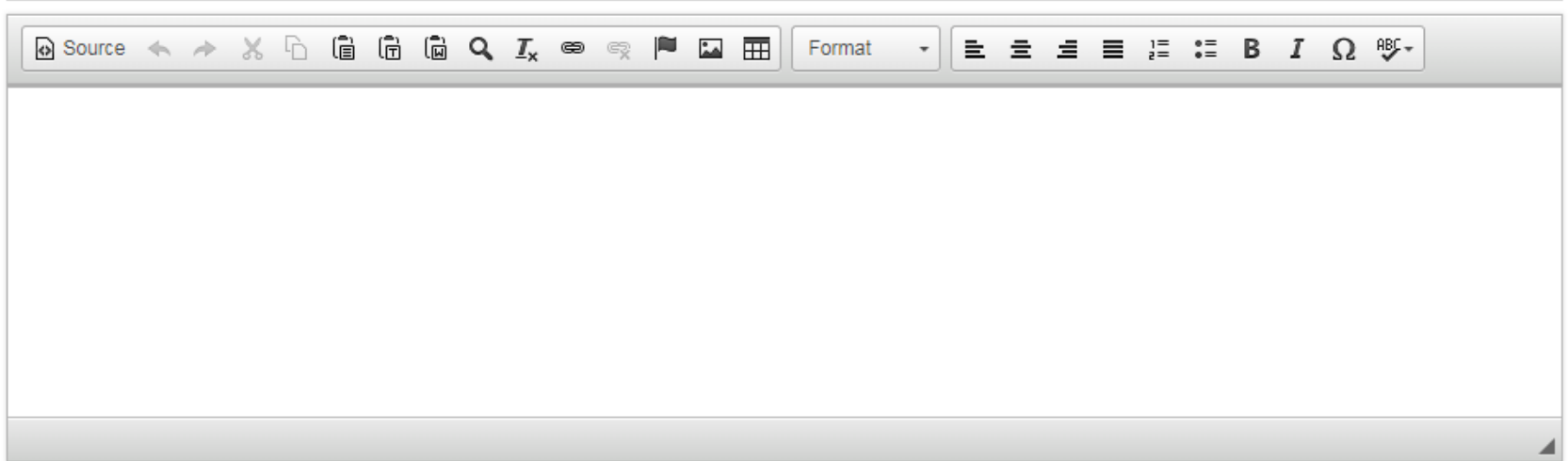


The image shows a screenshot of an email editor interface. At the top, there is a toolbar with various icons for editing text and inserting elements. The icons include a source code icon, undo, redo, cut, copy, paste, search, text color, link, unlink, insert link, insert image, insert table, a 'Format' dropdown menu, and icons for bulleted list, numbered list, indent, outdent, bold (B), italic (I), link (Ω), and a checkmark. Below the toolbar is a large, empty text input area with rounded corners, outlined in orange. The text area is currently blank.

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13. When you think you've finished composing your email, it's always good to send a preview to yourself, you can do this by pressing "Send preview".

Message Text



The image shows a screenshot of an email composition window. At the top, there is a toolbar with various icons for editing and formatting, including a 'Source' button, undo and redo arrows, cut, copy, paste, search, text color, link, unlink, flag, image, and table icons. To the right of these icons is a 'Format' dropdown menu and a set of text formatting options: bulleted list, numbered list, left-align, right-align, justify, indent, bold (B), italic (I), link (Ω), and a spell checker (ABC). Below the toolbar is a large, empty text area for composing the email.

Send

Save as draft

Cancel

Send preview

## How to send emails via Mailing Lists

14. You can send your preview to yourself to review by pressing “Send” on this screen

..... *Send preview* .....

Address

▼ Select one of your existing addresses

Other address

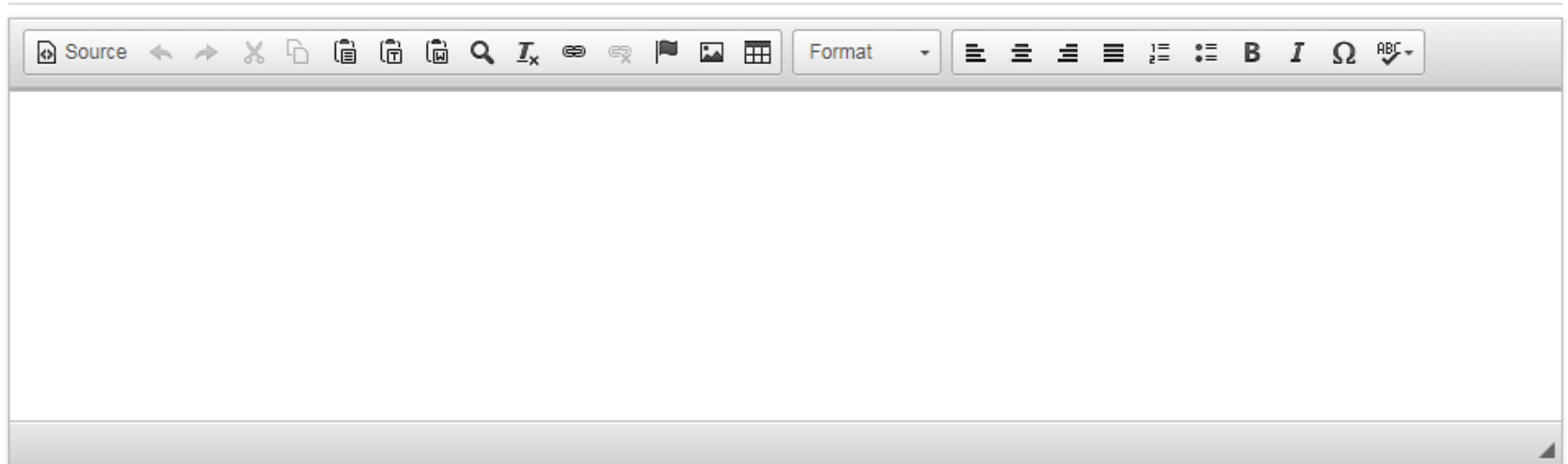
Or enter any another valid address

15. Check your email for spelling, punctuation, grammar and formatting.

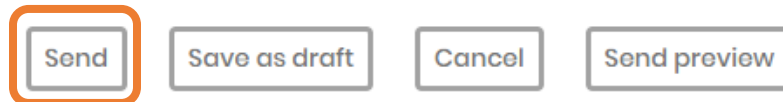
## How to send emails via Mailing Lists

16. Once you're happy with your email press "Send"

Message Text



The screenshot shows an email composition interface. At the top, there is a toolbar with various icons for editing and formatting, including 'Source', undo, redo, cut, copy, paste, search, text color, link, unlink, insert link, insert image, insert table, and a 'Format' dropdown menu. To the right of the toolbar are icons for text alignment (left, center, right, justified), bulleted and numbered lists, bold (B), italic (I), and a link icon. Below the toolbar is a large, empty text area for composing the email.



17. Your email has now been sent. Sit back, relax and await your replies.

### Top tips for sending emails

#### What are the mailing lists for?

We provide academic representatives with access to mailing lists for their cohorts so that they may communicate with students relating to their role (i.e canvassing student opinion, feeding back decisions, etc). They are **not** for use to promote events/opportunities not relating to your role as an Academic Rep. (You can read more about the University of Bath's email regulations here:

<http://www.bath.ac.uk/bucs/aboutbucs/policies/bathemailpolicy/>)



## How to send emails via Mailing Lists

### Why are you sending an email?

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.

### How to sign off an email

There are many different conventions and ways of signing off an email, ranging from the super-formal (Yours Faithfully/Fraternally/Sincerely) to the downright absurd (May the odds be ever in your favour/Hakuna matata). How you sign off depends on how formal you are being and how well you know all your recipients. If in doubt it is always best to go with "Best Wishes" or "Kind Regards". Feel free to stick in a seasonal variation such as "Merry Christmas" or "Happy Easter" when appropriate. Most of the emails you will receive from the Rep team will use one of the latter two.

### I have a question

If you have any questions about sending an email or anything to do with being an Academic Representative. Email [su-voice@bath.ac.uk](mailto:su-voice@bath.ac.uk).