

How Create a Communication in Slate

This document will cover how to quickly create a Communication in Slate. Please see the “How to Send a One-Time Communication in Slate” for further instruction on adding Recipient Lists.

- Click on the Deliver Module at the top of the slate homepage menu

The screenshot shows the Slate homepage dashboard. At the top, there is a navigation bar with the 'slate' logo and several icons representing different modules. A yellow arrow points to the 'Deliver' icon (an envelope). Below the navigation bar, a red banner displays the message: "You are accessing a TEST ENVIRONMENT of Slate that is for testing purposes only." Below this banner, the user is greeted with "Welcome, Culen." and a notification: "You have accessed Slate from 1 computer in the past 72 hours. Details Supervised Login". A large blue banner promotes "Introducing Slate Launchpad for All" with a registration link: "Register to attend a four-day, in-person, comprehensive back-to-basics training. Next Launchpad is next week in New Haven, Connecticut!". The main content area displays a grid of social media posts from various users, including @kristilafree, @Technolutions, @TrumanAdmission, @TonisheaJackson, and @Technolutions. The footer contains the text "Technolutions Slate (The University of North Carolina at Chapel Hill)" and "MENA".

- Click the “New Mailing” button at the top of your screen

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Deliver

Search Mailings...

New Mailing 

Summary	Status	Start Date	Updated
/apply/GRAD/submit Thank You for Submitting Your Radiologic Science Application to UNC-Chape...	Running/Ongoing	06/15/2016	05/23/2016
/apply/MED/create AMCAS Application Received	Running/Ongoing	07/12/2016	05/03/2016
Deliver Test Example Deliver Test Example	Template		07/20/2016
MD-PHD Non-resident unable to consider test	In Progress		07/12/2016
Med School Fee Payment Confirmation Communication Your UNC - Chapel Hill Application applicat...	In Progress		07/06/2016
UNC-CH Application Fee Payment Your UNC - Chapel Hill Application application fee reminder	In Progress		06/28/2016
/apply/GRAD/update Your Admission Decision from the UNC-CH Radiologic Science Program	System		06/28/2016
/apply/GRAD/update Your Admission Decision from The Graduate School UNC-CH	System		06/28/2016
/apply/GRAD/create Thank You for Starting a UNC - Chapel Hill Graduate Application	System		06/28/2016
Graduate School Admit Checklist review	In Progress		06/28/2016
/apply/GRAD/submit Thank You for Submitting Your School of Education Application to UNC-Chap..	System		06/20/2016
/apply/ITR/submit Thank You for Submitting Your School of Education Application to UNC-Chapel...	System		06/20/2016
Fee Waiver Denied - Graduate School Your UNC-Chapel Hill Applicaton Fee Waiver Request Determi...	In Progress		06/18/2016
Fee Waiver Approved - Graduate School Your UNC-Chapel Hill Fee Waiver request - approved	In Progress		06/18/2016
Fee Waiver Request - Graduate School Your UNC-Chapel Hill Fee Waiver request	In Progress		06/18/2016
/apply/MED/submit UNC School of Medicine Supplemental Application Complete	System		05/23/2016
MED Interview Day Invite In-State School of Medicine Interview Day invitation	Completed	05/11/2016	05/11/2016
MED Interview Day Invite Out-of-State School of Medicine Interview Day invitation	Completed	05/11/2016	05/11/2016
MED Supplemental Reminder To Complete UNC-Chapel Hill Med School Supplemental Application I...	In Progress		05/05/2016
ITR Application - Supplemental Instructions UNC-Chapel Hill Internal Transfers Supplemental Applic..	In Progress		05/04/2016
/apply/GRAD/submit Your UNC-Chapel Hill Graduate School Application	System		04/13/2016
MED Application MCAT Verified - Supplemental Instructions UNC-Chapel Hill Med School Suppleme...	Completed	07/11/2016	03/22/2016

Mailings
[Calendar](#)
[Campaigns](#)
[Gateway Inbox](#)
[SMS Inbox](#)

Status
All Mailings
[Running/Ongoing](#)
[Running](#)
[Completed](#)
[In Progress](#)
[Ready for Review](#)

Folders
All Folders
[Graduate School](#)
[ITR](#)
[MED](#)
[System](#)
[Templates](#)

Exclude archived
[Include archived](#)

Users

- This will bring up the prompt below. Here you will give your mailing a new name and place it into a Folder and optionally a subfolder. In this example we will place the new mailing named “Culen's Deliver Test Example” into the “Graduate School” folder and the new “Test” subfolder. Make sure the “Method” is set to Email. Click Save

New Mailing

Name

Folder /

User

Method

Opt Out

UTM Tracking

- Once saved, you will automatically be brought into the message. Click “Edit Message” to open the message editor.

All Mailings

Culen's Deliver Test Example

Edit

Method	Email
Folder	Graduate School / Test
User	Culen Wilson
Recipient Lists	
Current Status	Not Running
Start Date/Time	
Stop Date/Time	
Opt Out	Allow Unsubscribe (default)



- Edit Recipient Lists
- Edit Message
- Send Mailing
- Copy Mailing

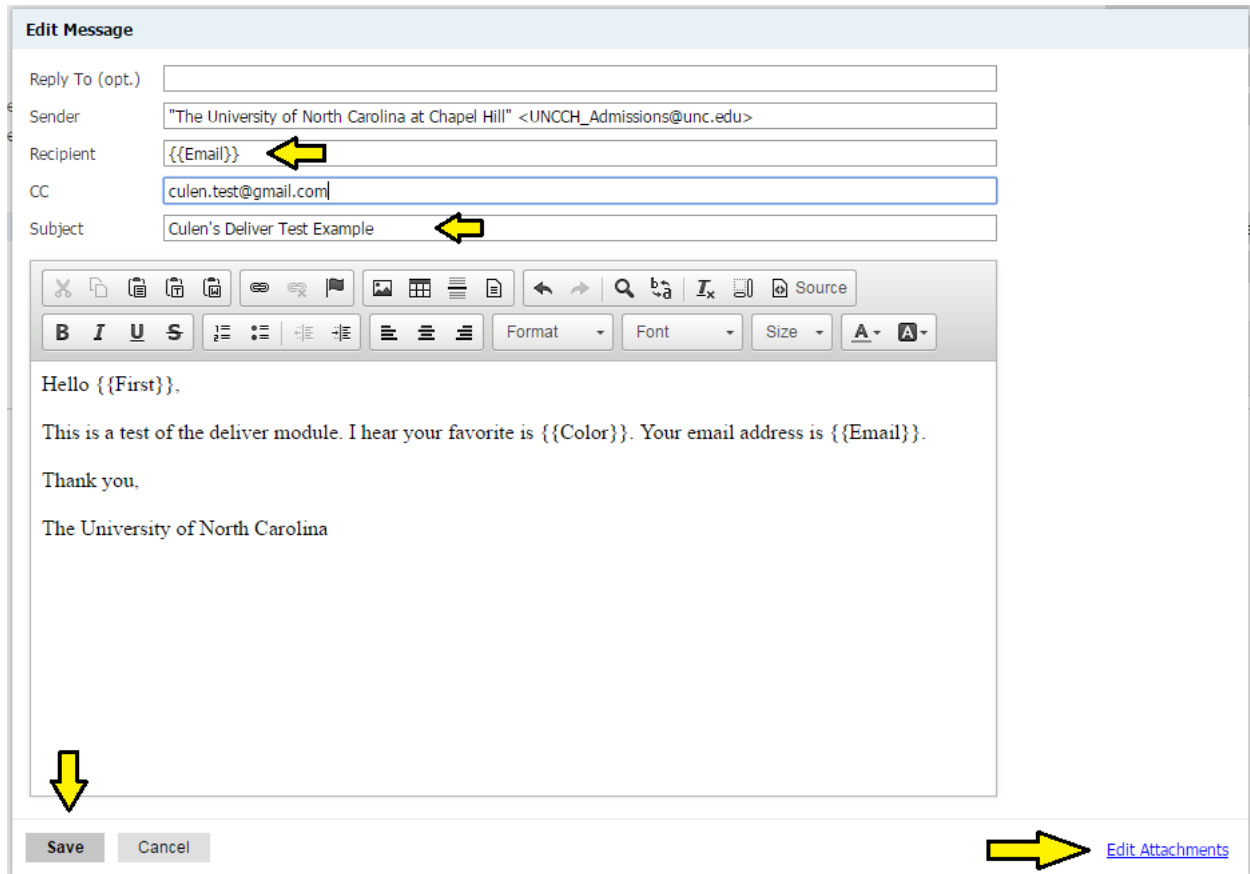
Message

Reply To
Sender "The University of North Carolina at Chapel Hill" <UNCCH_Admissions@unc.edu>
Recipient
CC
Subject

- Display Sample Message
- Send Test Message



- This prompt will allow you to edit the Sender, Recipient, Subject, and Body of your communication. If you are anticipating that merge fields will be added to your email, you can surround the name of the merge field with double curly braces `{{}}`. Once a corresponding recipient list is added via query or an uploaded spreadsheet, these values will be populated. Merge fields can be placed in the Reply To, Sender, Recipient, CC, Subject, and email body. Click Save to finalize your changes.



- Your edited message will be displayed under the “Message” Section

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All Mailings

Culen's Deliver Test Example

Edit

Method	Email
Folder	Graduate School / Test
User	Culen Wilson
Recipient Lists	
Current Status	Not Running
Start Date/Time	
Stop Date/Time	
Opt Out	Allow Unsubscribe (default)

- Edit Recipient Lists
- Edit Message
- Send Mailing
- Copy Mailing

Message

Reply To	
Sender	"The University of North Carolina at Chapel Hill" <UNCCH_Admissions@unc.edu>
Recipient	{{Email}}
CC	culen.test@gmail.com
Subject	Culen's Deliver Test Example

- Display Sample Message
- Send Test Message



Hello {{First}},

This is a test of the deliver module. I hear your favorite is {{Color}}. Your email address is {{Email}}.

Thank you,

The University of North Carolina

This email was sent to {{Email}} by "The University of North Carolina at Chapel Hill" <UNCCH_Admissions@unc.edu>. [Unsubscribe](#) from The University of North Carolina at Chapel Hill.