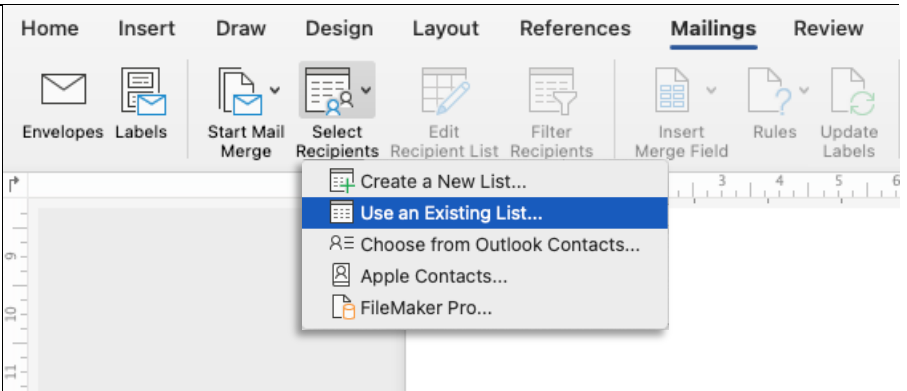
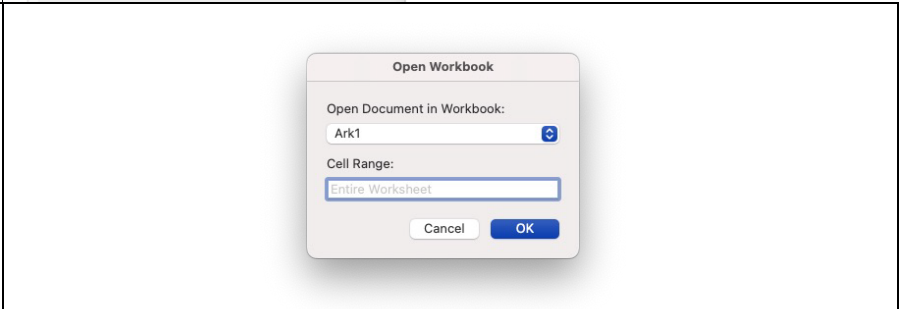
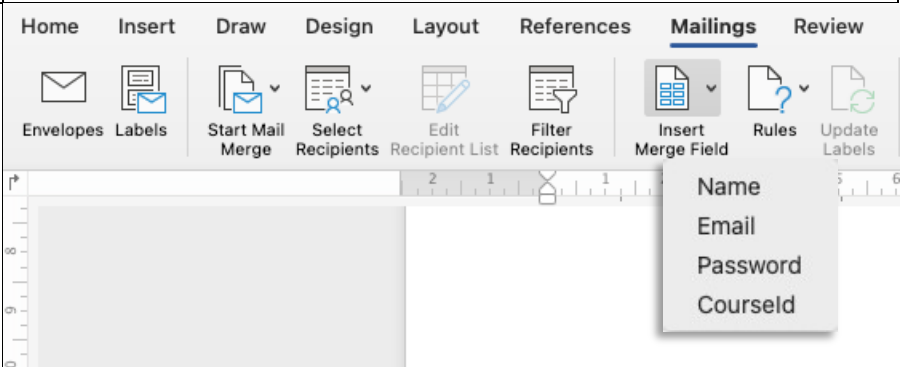
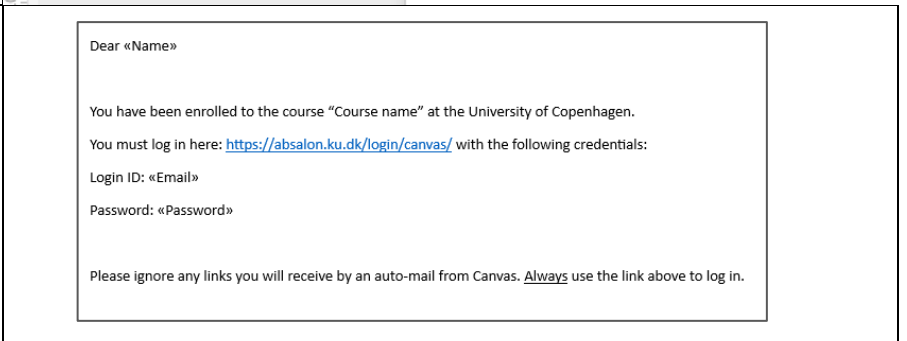
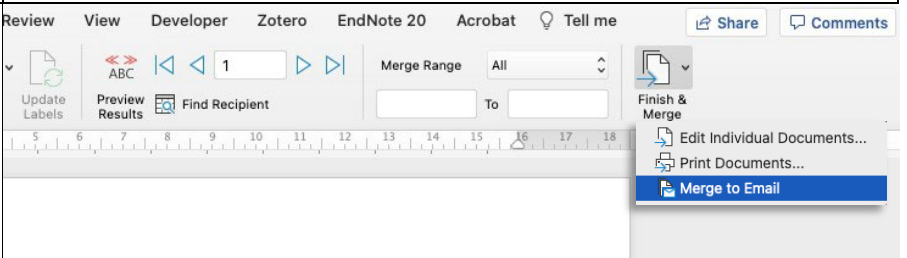


# Use Word to make an email template with individual login information

<p>Under <i>Mailings</i> you find <i>Select Recipients</i> where you can chose <i>Use an Existing List...</i></p>	
<p>When you have found the list used for the ticket at <a href="http://serviceportal.ku.dk">serviceportal.ku.dk</a>, click OK in the pop-up box</p>	
<p>To find the right columns in the Excel file click <i>Insert Merge Field</i> and chose the right column.</p>	
<p>This is an example. The link goes to <a href="http://absalon.ku.dk/login/canvas">absalon.ku.dk/login/canvas</a>.</p> <p>Remember that you can use this e-mail as a general welcome letter to the new students, as well.</p>	 <p>Dear «Name»</p> <p>You have been enrolled to the course "Course name" at the University of Copenhagen.</p> <p>You must log in here: <a href="https://absalon.ku.dk/login/canvas/">https://absalon.ku.dk/login/canvas/</a> with the following credentials:</p> <p>Login ID: «Email»</p> <p>Password: «Password»</p> <p>Please ignore any links you will receive by an auto-mail from Canvas. <u>Always</u> use the link above to log in.</p>
<p>When the e-mail is ready to be posted, find <i>Finish &amp; Merge</i> and click on <i>Merge to Email</i></p>	
<p>In the "To:" field, chose <i>Email</i>. Add a title to the e-mail.</p> <p>When you click on <i>Email Merge to Outbox</i>, Outlook will send to everyone on the list.</p>	