

## Send to User

Upon saving a page, the Page Actions Toolbar will appear at the top right side of the frame. The Send to User option is available to send the page to another Fresno State user for comments or editing. When the “Send to User” button is clicked, a mail window will appear.

1. Select the recipient’s **username** from the drop-down next to the “To” field. If an approver has been enforced, the “To” field will be auto-populated, and there will not be a drop-down available.
2. Enter a **“Subject.”**
3. Enter a **“Message”** to the user to whom the message is being sent providing any necessary information.

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**\*NOTE:** As a general rule always check the box that says **Send External Email**. Otherwise users will not know they have a message until they log into OU Campus. Doing this allows the request for review to be sent to the user’s Fresno State email address. Unchecking this option will only send the message through the OU Campus messaging system.

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4. Checkmark the box **“Send external email”**
5. Click **“Send.”**

index.pcf

To:

Subject:

Message:

Send external email