

Compose and Send Messages in PDWS

This document will show users how to compose a message in PDWS, save drafts, and save a message template.

1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.

Sign In

Username
Enter Username

▲ Username is Required

Password
Enter Password

SIGN IN

[FORGOT YOUR USERNAME?](#)
[FORGOT YOUR PASSWORD?](#)
[NEED HELP?](#)

2. Click the **Program Messages** tab and select **Compose** on the right-hand side of the screen.

3. Select **Applicants** from the Select Recipients drop-down or type in the applicant's email address.
4. Enter the Subject for your email.
 - a. -If desired, use the **Apply a Message Template** option to select a pre-defined template message.

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Compose Message

Select Recipients

Applicants selected will not see other recipients

Optional
Apply a Message Template

Enter Subject

5. Enter a message in the body.
 - a. If desired, use the Attach a File link to include a document with the message.
6. Click the **Send** button.
 - a. Click the **Save As Draft** button to save a draft and come back and send the message later.
 - b. Click the **Save As Template** button to save the message as a template for future use.
 - c. Click the **Discard** button to exit the light box without sending the message.

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B I U ☰ ☷ 🔗 WILDCARD ▾

Hope you're well. I write to you in reference to your application received on (date). I would like to thank you for showing interest in joining our prestigious organization as an aspiring teaching assistant (job designation). In order to proceed ahead, we need your documents which you forgot to attach in the Application. Kindly send us your resume and other supporting documents latest by (date) at the same mailing address you sent the mail before. Failing to do so will automatically drop you out from the list of candidates to be interviewed.

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Attachments (Optional) ⓘ

Multiple file upload. Only .pdf files.

⬆️ ATTACH FILES

←
 Optional

Notice: Messages may be viewed by users outside of the secure message center. Messages that are viewed outside of the message center may not be secure. If you choose to send confidential or sensitive information via the message center, you understand that a third party may view this information.

DISCARD
▾ SAVE AS...
SEND

(Please note: When sending a bulk message to multiple applicants, applicants are blind carbon copied [bcc'd], and therefore will not see other applicant's names included in the message.)