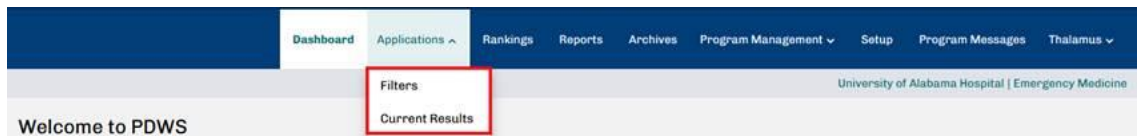


Sending Bulk Messages

1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.



3. Select the applicant(s) you wish to send the message to.
 1. At the bottom of the table, select **Bulk Messages** from the drop-down list.
4. The Compose window will appear, fill out the required fields and click **Send**.
 1. All applicants are blind copied (bcc'd).




Compose Message

x Flora Simmons 21196691 x

Applicants selected will not see other recipients

Apply a Message Template

Enter Subject

B I U    WILDCARD

Enter Body

30000 characters left of 30000

Attachments (Optional) ●

+ ATTACH FILES

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