

# MVP Communicator: Getting Started

Communicators User Guide



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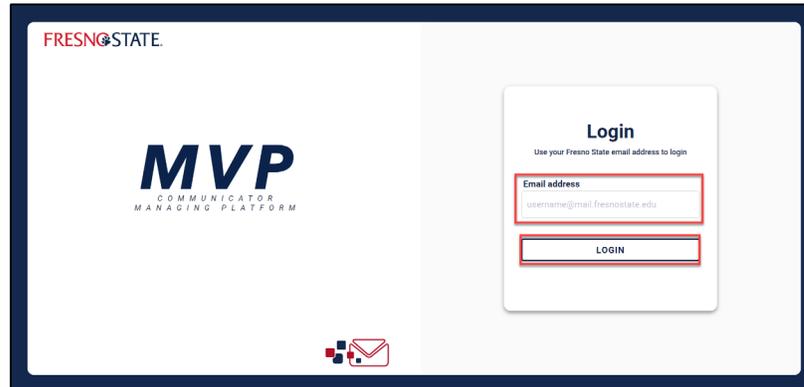
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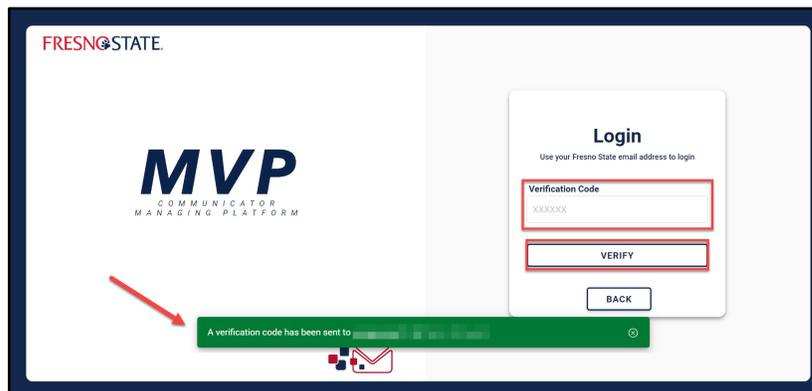
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## How to Log in

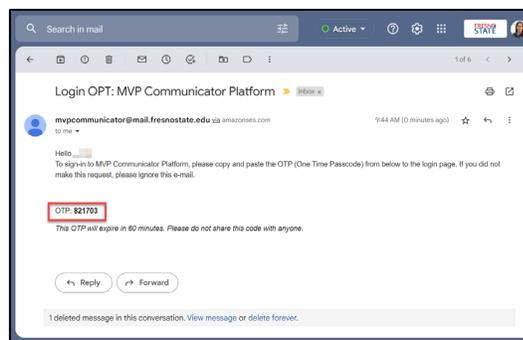
1. Log in to the MVP Communicator with your Fresno State assigned email.



2. After selecting "LOGIN" you will be notified that a verification code has been sent to your email inbox.



3. Enter the verification code into the "Verification Code" field and select VERIFY.

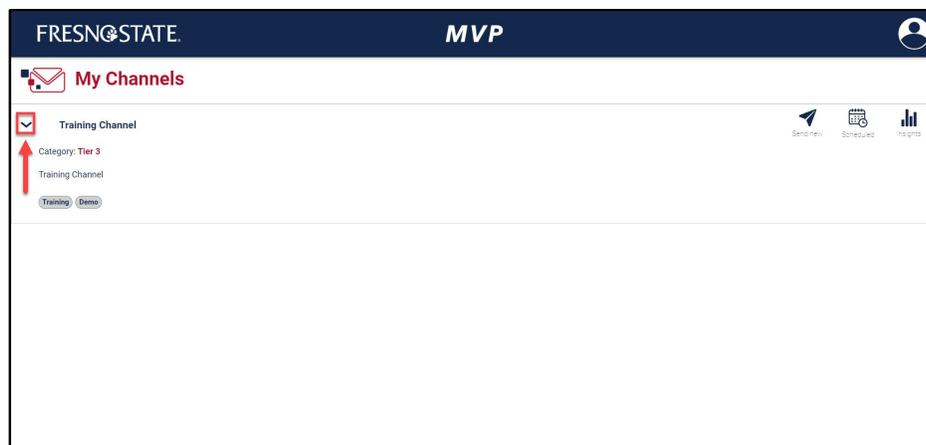


4. After you have logged in you will be directed to the home page.



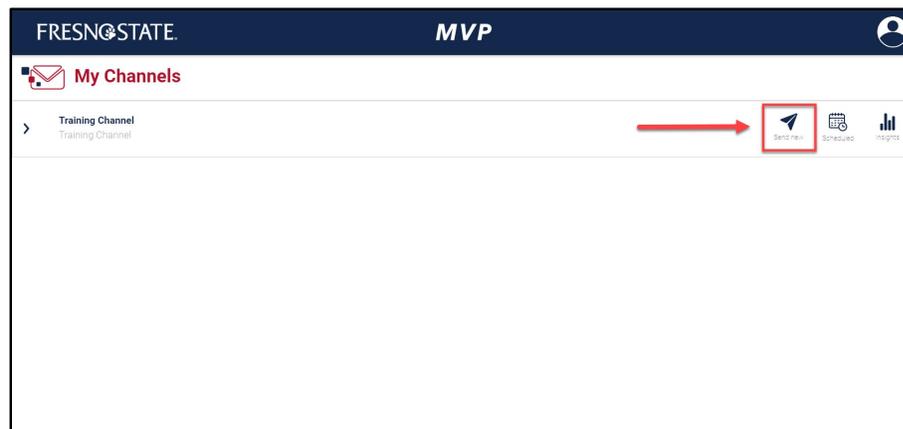
## View Channel Information

1. To view the channel information, click on the dropdown to expand the channel banner. The information listed here will include the channel description, channel category, and any associated tags.



## Send a New Email

1. To send an email, select the send new icon that is located on the right side of the channel banner



- The email drafting page contains a subject field, a body field, and a rich text editor. Text can also be copied and pasted into the body text field.

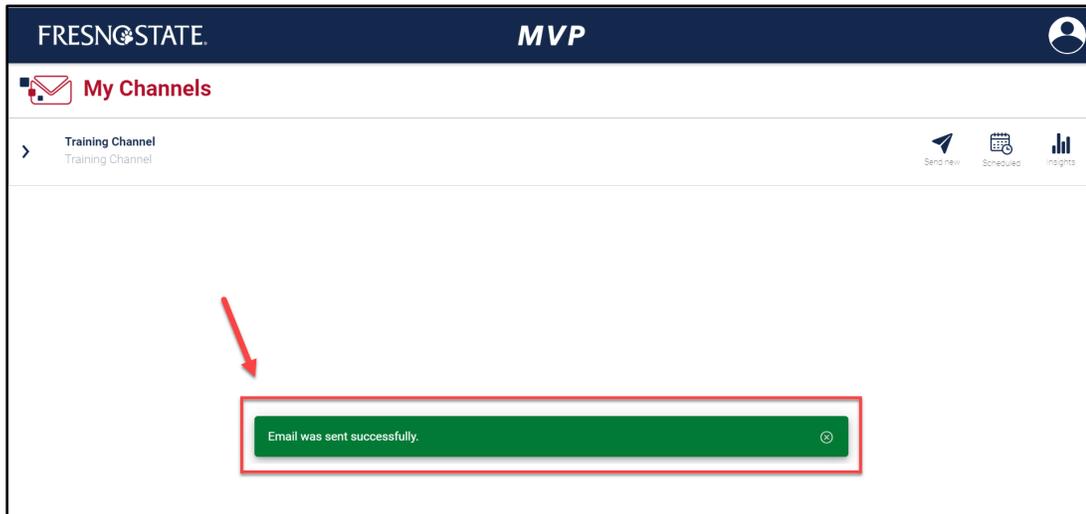


- To preview an email before sending it, click on the preview icon located next to the schedule icon.



- To send the email, click the send button. You will be directed back to the home page and will see a confirmation pop-up notifying you that the email has been sent successfully. **Please note that this will send out the email to recipients immediately.**

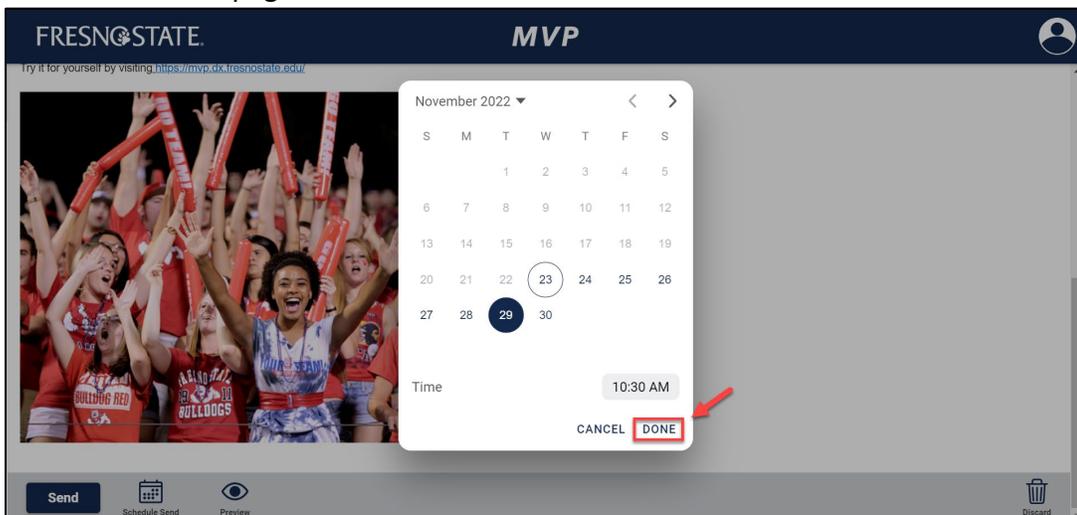




- To schedule an email to send out later select the Schedule Send icon located next to the send button.

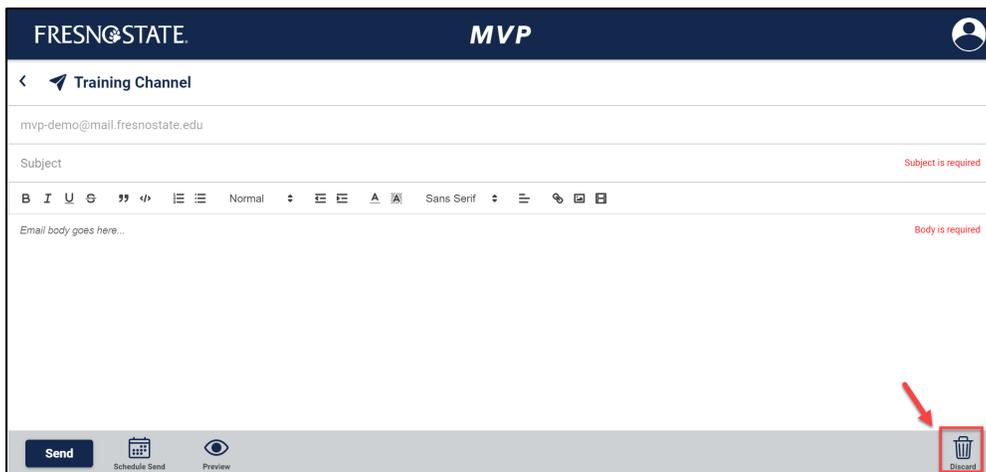


- Select the desired date and time then click done. You will see a notification at the bottom of the screen if the email has been scheduled successfully and will be redirected back to the homepage.





7. To discard the draft, click on the bin icon that is located on the bottom right side of the email body.

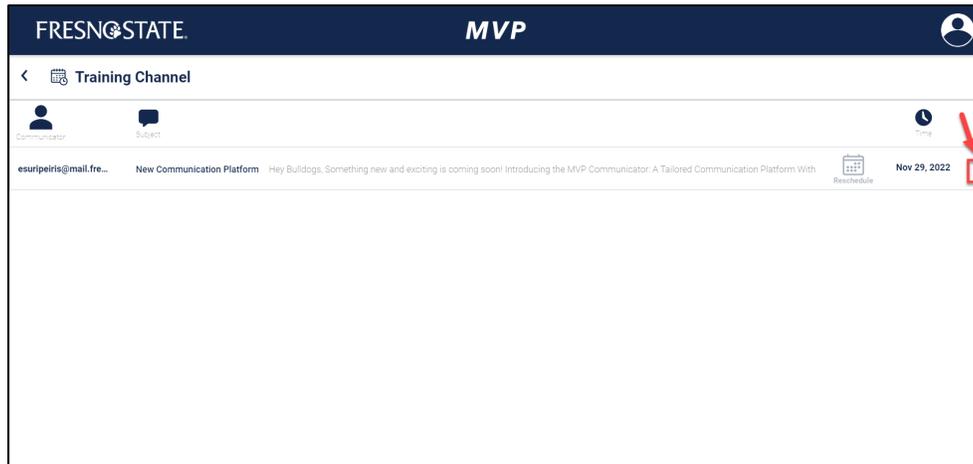


## Manage Scheduled Emails

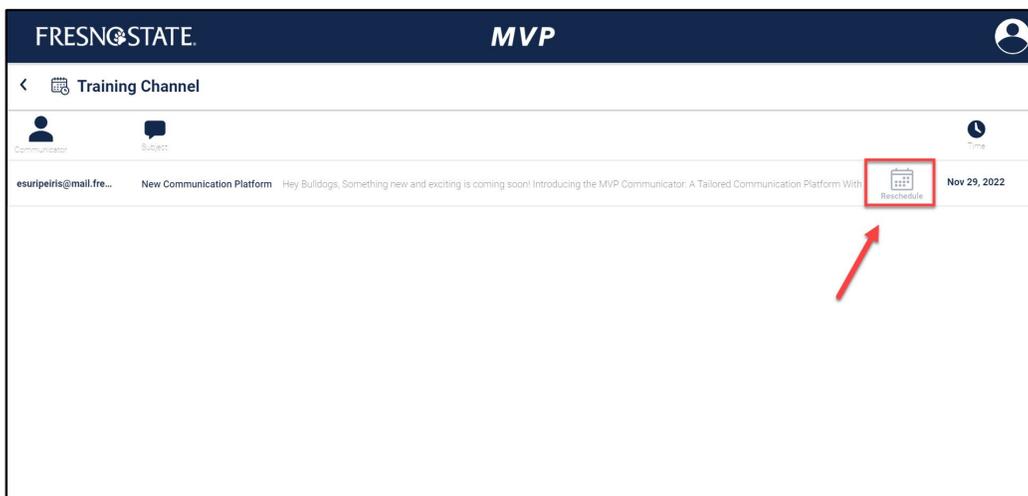
1. To manage scheduled emails, select the scheduled icon located on the right side of the channel banner on the homepage. You will then be redirected to the Scheduled Emails page.



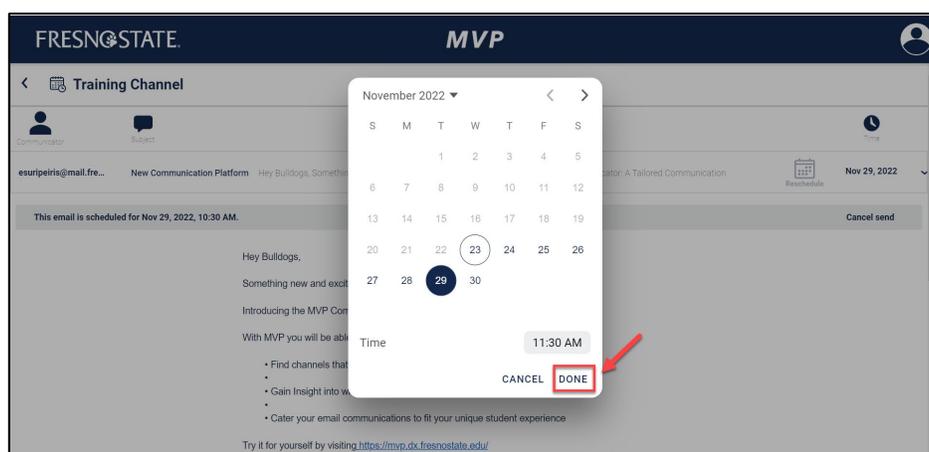
- The email banner can be expanded and collapsed to view the email content by clicking on the banner or the dropdown.

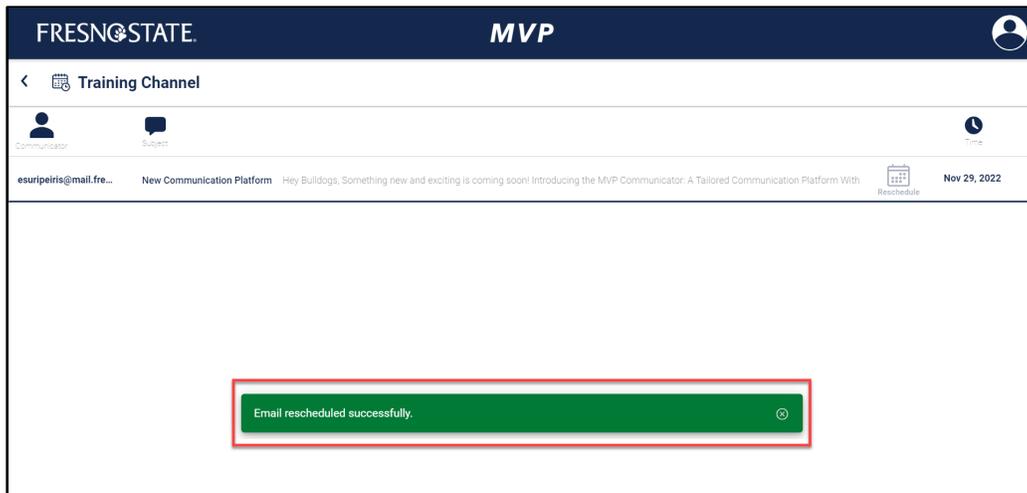


- To reschedule the email, click the calendar icon.

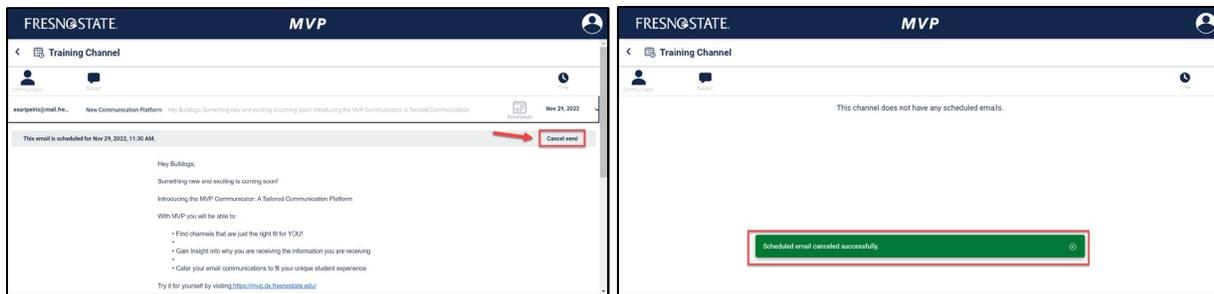


- Select a new date or time. Then click done. You will see a confirmation pop-up notifying you that the email has been rescheduled successfully.





- To cancel a scheduled email, expand the email banner that you want to cancel. Click the cancel send button located on the right side of the banner. You will see a confirmation pop-up notifying you that the email has been canceled successfully.

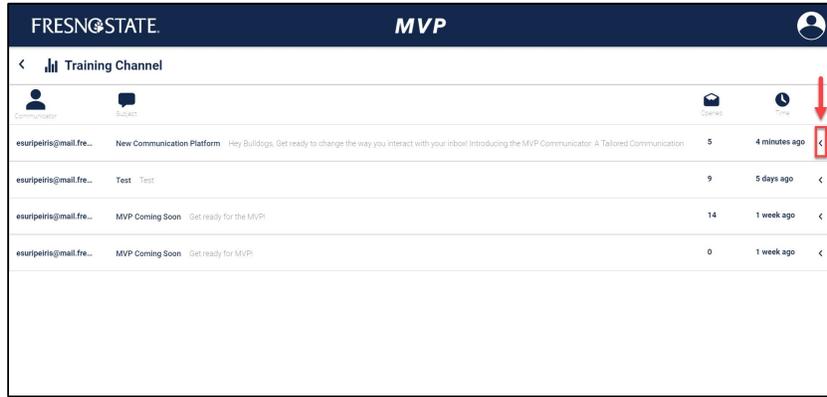


## View Channel Insights

- To view channel insights, click on the insight icon of the channel banner you want to view. Insights include the communicator that sent the email, the subject line, a preview of the body text, how many recipients opened the email, and a timestamp.



2. To view past email content, click on the email or the dropdown and the banner will expand.



## How to Log out

1. Click the profile icon located in the upper right corner.
2. Select log out.

