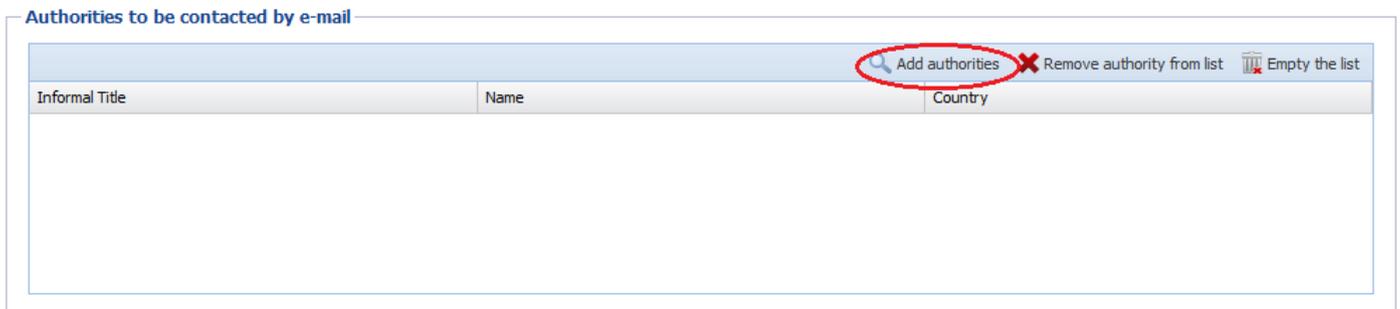


HOW TO SEND E-MAIL TO YOUR COORDINATED AUTHORITIES

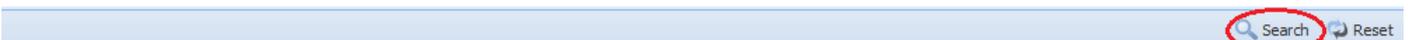
1. Click on the "Send email to authorities" menu option.



2. Run a search among your coordinated authorities and select those to which you want to send the e-mail



3. Run a search without defining any criteria if you want to send an email to all the authorities you coordinate.



Simply **press search** to list all the authorities that you coordinate and then select the authorities that you wish to contact by email. You may also enter one or more criteria to search for particular authorities that should receive your email.

If you wish to send an email to authorities that you do not coordinate, select "No" for "Coordinated authorities only".

Specify one or more general criteria

Country

Authority Name

Postcode

Town

Free text

Include authorities with general horizontal competence Yes No

Email

Coordinated authorities only Yes No

Specify one or more legislative area criteria

Legislative Area

- Select those authorities you want to contact by email. Please note that your authorities can be displayed on more than 1 page. If you select the tick box at the top, please note that only authorities displayed on that page will be selected.

| <input type="checkbox"/> | Informal Title | Names | Country | City |
|-------------------------------------|---------------------------------|---|---------|----------------|
| <input checked="" type="checkbox"/> | +584+ FR FR | +584+ FR FR | France | c |
| <input type="checkbox"/> | 320 DIMIC 2 PQ FR - TEST | 320 DIMIC 2 PQ FR Ministry of Health - TEST | France | Paris |
| <input type="checkbox"/> | 321 DIMIC 1 PQ SD FR - TEST | 321 DIMIC 1 PQ SD FR Accountants - TEST | France | Paris |
| <input checked="" type="checkbox"/> | Authority for Financial Markets | AUTORITÉ DES MARCHÉS FINANCIERS | France | PARIS CEDEX 02 |
| <input type="checkbox"/> | CDE TEST SDIMIC 1 FR | CDE TEST SDIMIC 3 FR | France | Bruxelles |
| <input checked="" type="checkbox"/> | CDE Test SDIMIC 1 FR | CDE Test SDIMIC 1 FR | France | Paris |
| <input checked="" type="checkbox"/> | CDE Test SDIMIC 2 FR | CDE Test SDIMIC 2 FR | France | Bruxelles |
| <input type="checkbox"/> | CIT Centre - France | CIT Centre - France | France | Paris |
| <input checked="" type="checkbox"/> | Chamber of Doctors (PR) | Chambre des Médecins (PR) | France | Paris |
| <input checked="" type="checkbox"/> | National Order of Doctors | Ordre National des Médecins | France | Paris |
| <input checked="" type="checkbox"/> | POW DIMIC | POW DIMIC | France | POW DIMIC |
| <input checked="" type="checkbox"/> | Product Contact Point - France | Point de Contact Produits - France | France | Paris |
| <input type="checkbox"/> | R002 Authority for FR registers | R002 Authority for FR registers | France | R002 City |
| <input type="checkbox"/> | TEST | TEST | France | X |

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- Select the type of e-mail you want to send, fill in the free text if applicable and send over your e-mail

Authorities to be contacted by e-mail

| Informal Title | Name | Country |
|---------------------------------|---------------------------------|---------|
| +584+ FR FR | +584+ FR FR | France |
| CDE Test SDIMIC 2 FR | CDE Test SDIMIC 2 FR | France |
| CDE Test SDIMIC 1 FR | CDE Test SDIMIC 1 FR | France |
| Authority for Financial Markets | AUTORITÉ DES MARCHÉS FINANCIERS | France |
| POW DIMIC | POW DIMIC | France |

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* E-mail type

- Update authority data mail
- Reminder to accept request
- Reminder to reply to request**
- Reminder to close request
- Blank e-mail (for your own text)

6. Add any additional information to the free text field including your email address. (The emails are sent out from the EC Helpdesk’s email address.) Note that you can send your email either only to the Local Data Administrators of the authorities, or to all of their users. Then click on the “Send” button.

The screenshot shows an email composition window. At the top right, a "Send Email" button is circled in red. Below the header, there is a navigation bar with "Page 1 of 1" and "Displaying Topics 1 - 1 of 1". The main form includes:

- * E-mail type:** A dropdown menu set to "Reminder to reply to request".
- Email Overview:**
 - * Subject (title) of e-mail:** A text field containing "IMI Request to answer".
 - * Message:** A large text area containing a pre-written message:

Your authority has not yet answered all the requests it has received. Please check the requests in your Action list and reply to those you have accepted, but not yet answered. If your authority is not responsible for a received request please forward it to the relevant authority. Note that you can also forward only part of a request by using the "Split request" button.

Please click on the link `${applicationLink}` in order to log on to IMI. If this link does not work please copy the following address into your browser: `${applicationUrl}`.
- Free text:** A rich text editor toolbar is shown above a text field. The text field contains:

Note that we organise a national IMI training session on 30 June. Send us an email to register.

This email was sent by your national IMI coordinator

e-mail: NIMIC@min.gov.fr

Path: p
- * Receivers:** A list of two radio button options:
 - The Local Data Administrators of the selected Authorities
 - All the users of the selected Authorities