




1. Open the WILP ROJECT module by clicking on the same
2. A page similar to the one below opens up.

3. Click on Bulk upload to upload projects, below window pops up,

4. Fill up all the details by downloading and editing the template and upload the files(NOTE: the uploaded files should be in CSV OR EXCEL format only)

5. You can also send Emails in bulk by clicking on “send emails” option on the sidebar, select all the email ids you want to mail, then click on draft mail

←EEE IMS

WILP Projects

All Projects

Bulk Upload

Send Email

View Stats

Your Projects

View Contributors

LOGOUT

## WILP Bulk Mail

☒ Mail all Faculty

Additional Emails (comma separated)  
e.g. user1@example.com, user2@example.com

Subject  
Enter subject

Mail Body

Draft Mail

Send

6. Type your email body you want to send, then click on send .

Edit Mail Body

×

Compose and preview your mail in markdown.

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