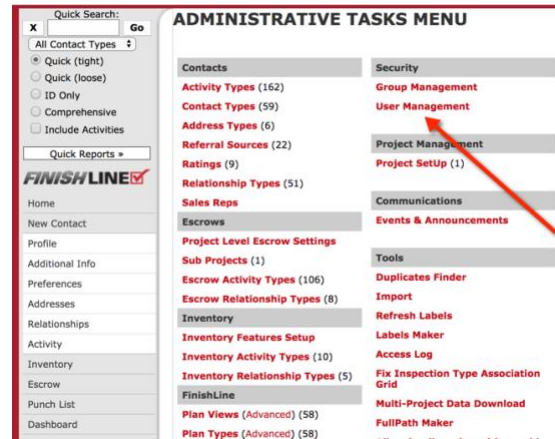**Admin:** Emailing users their login credentials
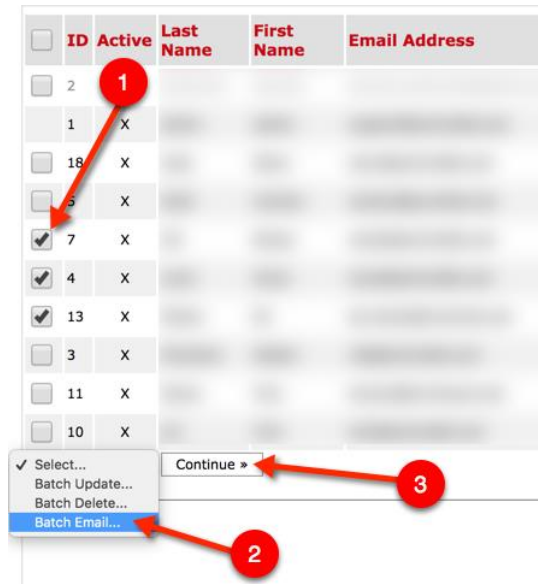
Sending an email to users with their usernames and passwords can help save time during project setup, or during the course of a project. Click on **User Management** from the Administrative Tasks Menu.	
From the User Management screen, select the boxes for the user(s) that you'd like to email their usernames and password to. Then select **Batch Email…** from the dropdown menu and click on **Continue**.	
On the next screen you can edit the default message or send as is. There are 4 "merge fields" that can be used in the body of the emails. Make edits as you wish and click **Send**.	