



How to Re-send a Letter Request in Intefolio

- 1) Login to your Interfolio account
- 2) Click on “Letters” in the top left-hand side of your screen
- 3) Click “Re-send request” next to the letter you want to resend

The screenshot shows the 'Letters' page in the Interfolio interface. The left sidebar contains navigation options: Home, Deliveries, Letters (highlighted with a red arrow), Materials, Collections, and Shared with Me. The main content area is titled 'Letters' and includes sub-sections for 'My Letters of Recommendation' and 'Letters to Write'. Below this, there is a filter section with a 'Status' dropdown menu set to 'All' and a 'Letter Title' search box. The main part of the page is a table listing recommendation letters. The table has columns for Letter Title, Status, Type, and Actions. The second row in the table has a red arrow pointing to the 'Re-send Request' link in the Actions column.

Letter Title	Status	Type	Actions
Recommendation from Prof. Krist Ols for NDIAS 2019-2020 Residential Fellowship Application	Completed Sep 20, 2018 at 8:34 AM	Confidential Letter of Recommendation or Evaluation	View D ID: C7B0CI
Recommendation from Mr. K O for NDIAS 2019-2020 Residential Fellowship Application	Requested Jul 5, 2018 at 2:56 PM Reminder sent Sep 16, 2018 at 5:30 AM	Confidential Letter of Recommendation or Evaluation	Re-send Request View D ID: 3BF54I
Recommendation from Mr. K O for NDIAS 2019-2020 Residential Fellowship Application	Requested Jul 5, 2018 at 2:55 PM Reminder sent Sep 16, 2018 at 5:30 AM	Confidential Letter of Recommendation or Evaluation	Re-send Request View D ID: 56F4FI