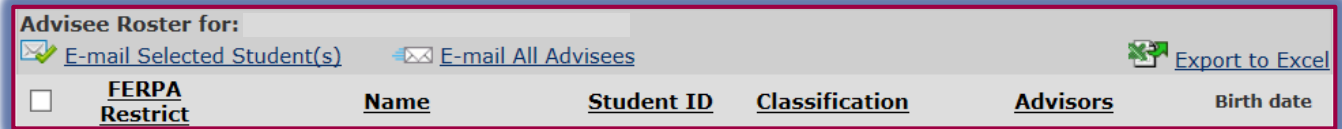


Advisor Tools-Email

This option allows you to send an email to all the advisees that fit specific search criteria.

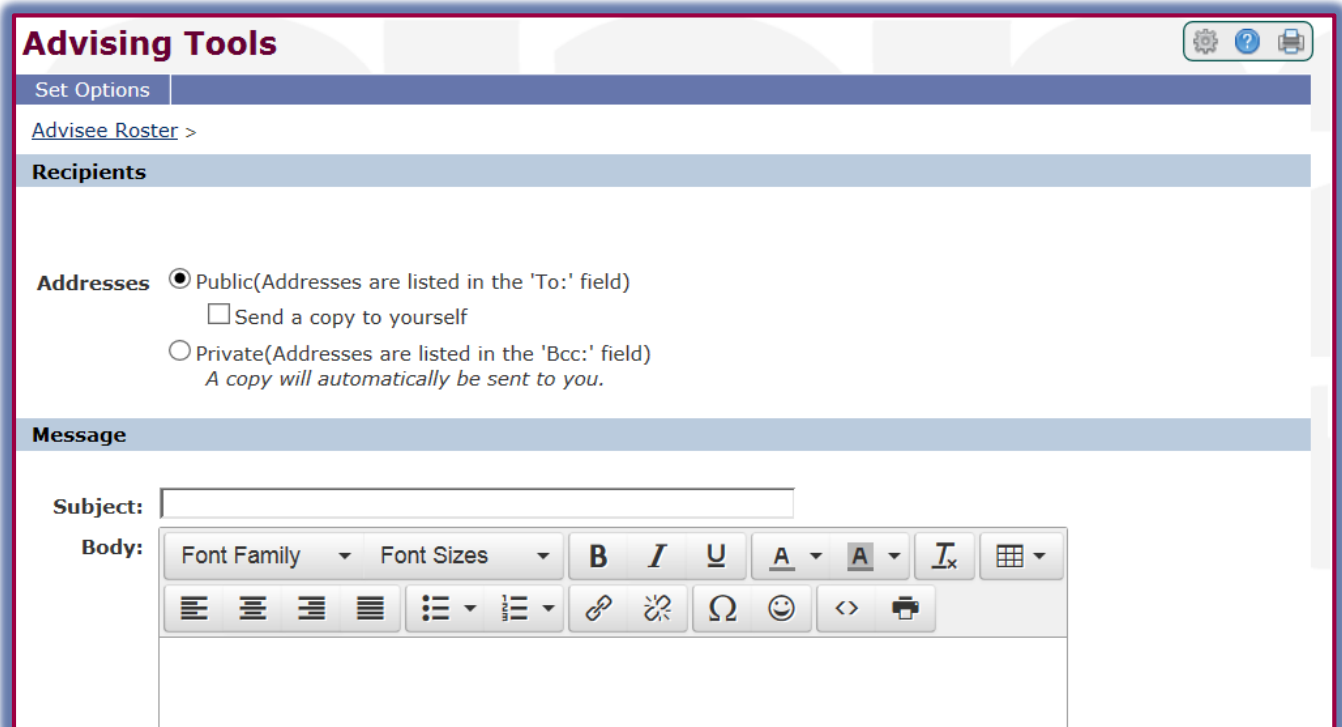
- † Complete a search for your advisees using the information in the **Search for Advisee** document.
- † A list of advisees will appear.
- † Links to two email options will appear above the list of names (see illustration below).



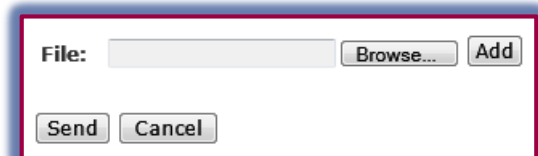
E-MAIL SELECTED STUDENTS

To send an email to selected advisees, complete the following steps.

- † Click the check box beside each name to whom the message is to be sent.
- † Click the **E-mail Selected Student(s)** link.
- † The names of the selected students will appear in the **Recipients** area.
- † In the **Recipients** area, select one of the options; **Public** or **Private** (see illustration below).



- † Input a **Subject** for the message.
- † Input the message for the student(s).
- † Scroll down the screen to attach a document to the message.
 - ★ Click the **Browse** button.
 - ★ The **Choose File to Upload** window will display.
 - ★ Select the file that is to be uploaded.
 - ★ Click the **Open** button.
 - ★ The file name and path will appear in the **File** box.
 - ★ Click the **Add** button to insert the attachment.
- † Click the **Send** button.



EMAIL ALL ADVISEES

To email all the advisees in your list, click this link. When the link is clicked, the **Email** window will open. The names of your advisees will appear in the **Recipients** area.

SEND A MESSAGE TO AN INDIVIDUAL ADVISEE

To send a message to an individual advisee, click the **Envelope** icon below the student's name. The **Email** window will open with the advisee's email address in the **Recipients** area.