

View My Advisees: Show My Email Options

What is it?

Advisors can email messages to their advisees.

How do I use it?

1. Select show all advisees to get the list

2. Select show my email options

On your advisee listing, identify the students to whom you wish to send email. Select the student by clicking the appropriate "Select for Transcript or Email" box.

Num	Emplid	Name	Career	Program	Plan (m=Minor)	Cumulative GPA	Total Cumulative Units	Level	Select for Transcript or Email
1			UGRD	A&S	Intl Rel	3.056	89.000	Senior	<input type="checkbox"/>
			UGRD	A&S	Psych	3.056	89.000	Senior	<input type="checkbox"/>
2			UGRD	A&S	Intl Rel	3.730	63.000	Junior	<input type="checkbox"/>
			UGRD	A&S	Sociology	3.730	63.000	Junior	<input type="checkbox"/>
3			UGRD	A&S	Intl Rel	3.558	59.000	Junior	<input type="checkbox"/>
4			UGRD	A&S	Anthro	2.493	74.000	Junior	<input type="checkbox"/>
			UGRD	A&S	Intl Rel	2.493	74.000	Junior	<input type="checkbox"/>
			UGRD	A&S	Economics	2.493	74.000	Junior	<input type="checkbox"/>
5			UGRD	A&S	Economics	3.105	92.000	Senior	<input checked="" type="checkbox"/>
			UGRD	A&S	Intl Rel	3.105	92.000	Senior	<input type="checkbox"/>
			UGRD	A&S	<u>m</u> Spanish	3.105	92.000	Senior	<input type="checkbox"/>
6			UGRD	A&S	<u>m</u> Economics	2.068	114.000	Senior	<input checked="" type="checkbox"/>
			UGRD	A&S	Poli Sci	2.068	114.000	Senior	<input type="checkbox"/>
			UGRD	A&S	Intl Rel	2.068	114.000	Senior	<input type="checkbox"/>

3. Select advisees to whom you wish to send email

Click the **Show My Email Options** button to display a list of all advisee email addresses.

4. Select addresses

Click the **Produce Email List for Selected Students** button to remove the addresses of all but the selected advisees.

Click Send to Email to launch your email software and place the advisee addresses in the BC field. If your email software does not automatically open, consult your desktop support person for assistance. The addresses can also be manually pasted into an email message. To adhere to FERPA

regulations, copy and paste the addresses only into the BC (Blind Copy) field of a message.

5. Sending additional email

To send email to other groups of advisees, click the **Clear All** button, select the next group of advisees by clicking in the appropriate boxes, and follow the steps outlined in #3 above.

6. Minimize the email options portion of the page

If you wish to minimize the email portion of the page, click the **Hide My Email Options** button.