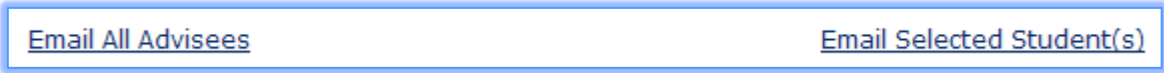


## Email

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

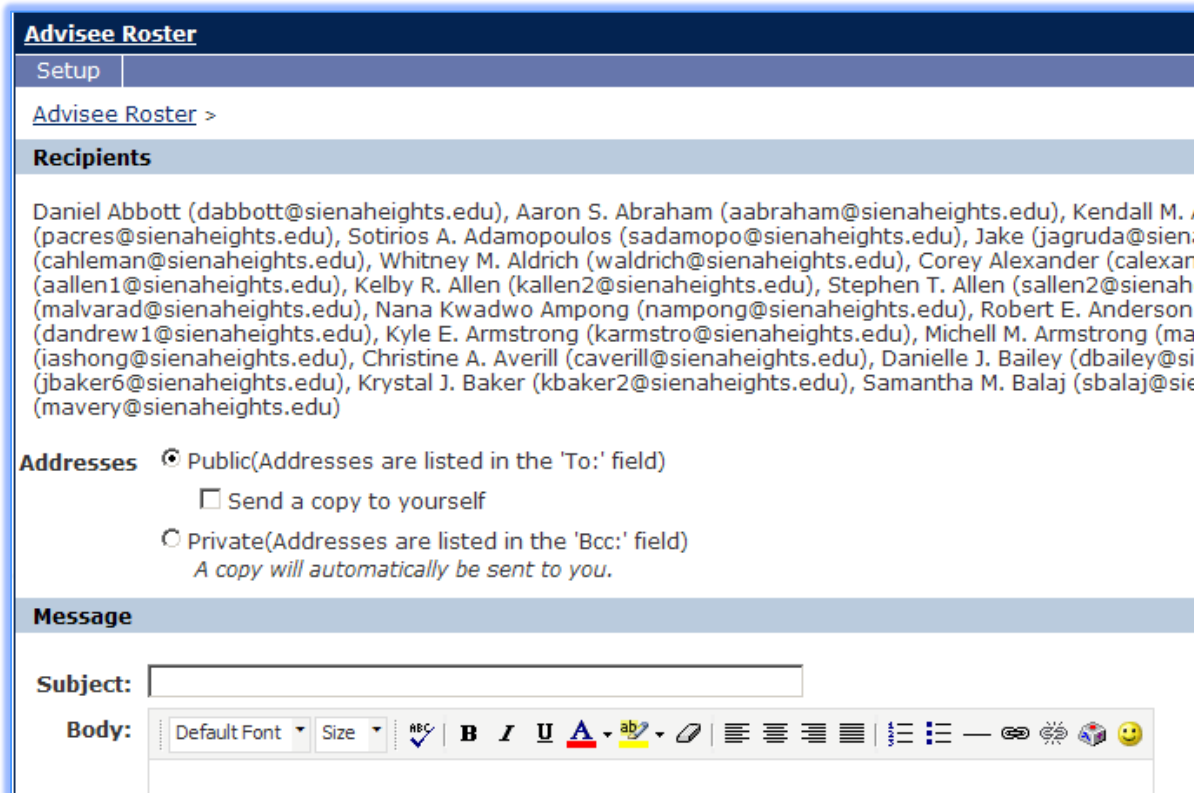
- ❖ Using the directions in the previous section, complete the search for your advisees.
- ❖ A list of advisees will appear.
- ❖ Links to two email options will appear above the list of names (see illustration below).



### EMAIL ALL ADVISEES

This option is used to send an email message to all your advisees.

- ❖ Click the **Email All Advisees** link (see illustration below).
- ❖ The **Email Window** will display.



- ❖ All the names of your advisees will display under **Recipients**.
- ❖ In the **Addresses** area, select from one of the two options.
  - **Public** – This option will place all the names of the advisees in the **To** box of the email. Everyone who receives the email will have access to the email addresses of the other recipients. In order for you to receive a copy of the email, you need to click the **Send a copy to yourself** check box. If the **Send Copy** option has not been selected, you will not receive the message.
  - **Private** – When this option is chosen, the names of the advisees will be placed in the BCC box of the email. The email recipients will not be able to see the addresses of the other recipients. With this option, a copy of the email message will be sent to your Siena Heights email.
- ❖ Input a **Subject** for the message.
- ❖ In the **Body** area, input the message that is to be conveyed to the students.
- ❖ Attach a file to the message, if desired.
- ❖ Click the **Send** button.

## EMAIL SELECTED STUDENT(S)

To email a student or students selected from the Advisee Roster, select this option.

- ❖ In the **Advisee Roster** list, click the check box next to student or students to whom the email message is to be sent.
- ❖ Click the **Email Selected Student(s)** link.
- ❖ The names of the selected students will appear under **Recipients**.

**Advisee Roster**

Setup

Advisee Roster >

**Recipients**

Aaron S. Abraham (aabraham@sienaheights.edu), Kendall M. Acho (kacho@sienaheights.edu), Pamela P

**Addresses**  Public(Addresses are listed in the 'To:' field)

Send a copy to yourself

Private(Addresses are listed in the 'Bcc:' field)

*A copy will automatically be sent to you.*

**Message**

**Subject:**

**Body:**

- ❖ In the **Addresses** area, select from one of the two options.
  - **Public** – This option will place all the names of the advisees in the **To** box of the email. Everyone who receives the email will have access to the email addresses of the other recipients. In order for you to receive a copy of the email in Outlook, you need to click the **Send a copy to yourself** check box. If the **Send Copy** option has not been selected, you will not receive the message.
  - **Private** – When this option is chosen, the names of the advisees will be placed in the BCC box of the email. The email recipients will not be able to see the addresses of the other recipients. With this option, a copy of the email message will be sent to your email. With this option, a copy of the email message will be sent to your Siena Heights email.
- ❖ Input a **Subject** for the message.
- ❖ In the **Body** area, input the message that is to be conveyed to the students.
- ❖ Attach a file to the message, if desired.
- ❖ Click the **Send** button.