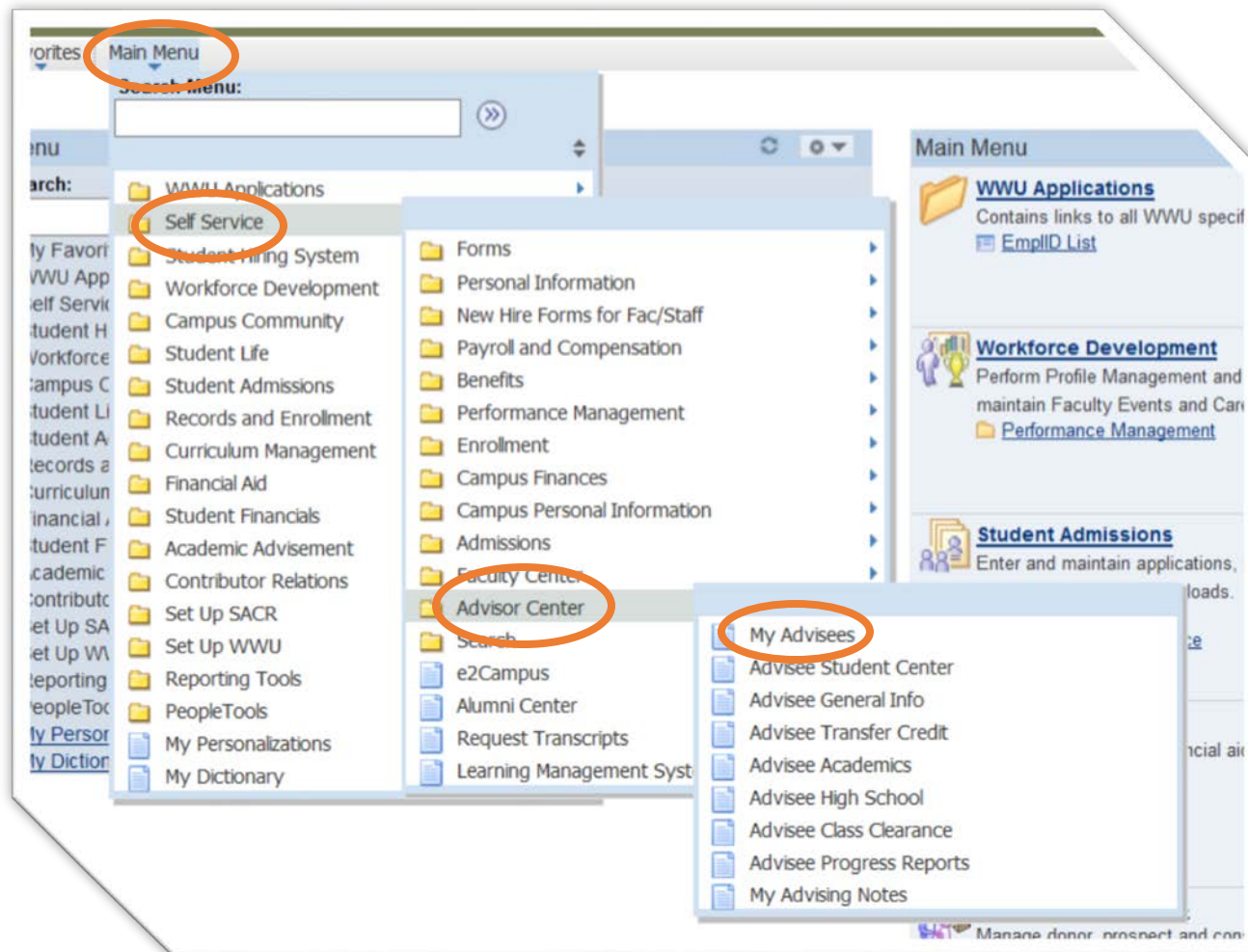


Send Notice to ALL advisees by E-mail

1. Main Menu> Self Service> Advisor Center>My Advisees



2. Click “Notify All Advisees”

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My Advisees

Select display option: ☒ Link to Photos ☐ Include photos in list

	Notify	Photo	Name	ID	Majors	Minors	Academic Level	Send E-mail	Degree Audit	Advising Notes
1	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
2	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
3	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
4	<input type="checkbox"/>						Junior	Send E-mail	Degree Audit	
5	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
6	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
7	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
8	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
9	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
10	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
11	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
12	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
13	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
14	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
15	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
16	<input type="checkbox"/>						Freshman	Send E-mail	Degree Audit	
17	<input type="checkbox"/>						Junior	Send E-mail	Degree Audit	
18	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
19	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	
20	<input type="checkbox"/>						Sophomore	Send E-mail	Degree Audit	

3. Notify All Students function will automatically BCC all advisees. Students will not be able to view your full list of advisees.
 - A. Type your message to “Message Text” box
 - B. Click “**Send Notification**”

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My Advisees

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Herlinda Ruvalcaba

From: Herlinda.Ruvalcaba@wallawalla.edu

To: Herlinda.Ruvalcaba@wallawalla.edu

CC:

BCC:

ADD ATTACHMENT

Subject: <From the desk of Herlinda Ruvalcaba>

Message Text:

SEND NOTIFICATION