Emailing Notifications to Advisees

1. Welcome to Faculty Self Service. The Faculty Center allows you access to your schedule, class roster and grade roster.

2. Click the Advisor Center link.

3. The Advisor Center allows you access to your advisees and their information.

4. Click the Collapse Menu button.

5. Click the Notify option next to the student you want to email.

   For this example, click the checkbox for student number 4.

6. Scroll to the bottom of the page and click the Notify Selected Advisees button.

   Note: to send an email notification to all students, you would click the notify all students button.

7. Use the Send Notification page to create the email notification.

8. The To and From fields will be populated with your UMass email address.

9. The BCC field will be populated with the email addresses of the advisees you are emailing.

10. The Subject field defaults and can be changed.

11. Enter the desired information into the Message Text field.

    Enter a valid value e.g. "Liberal Arts requirements are attached."

12. To add an attachment, click the Add button.

13. Click the Browse... button.

14. Click the Liberal Arts Requirements list item.

15. Click the Open button.
16. Click the **Upload** button.

17. The name of the attached document displays in the **Attached File** field.
   
   You can view or delete the attachment.

18. At this time only one attachment can be included with an email.

19. To send the email, scroll to the bottom of the page and click the **Send Notification** button.

20. Students now have the ability to reply to your email.

21. To return to the **My Advisees** page, click the **Return to My Advisees** link.

22. Congratulations! You have emailed an advisee. **End of Procedure.**