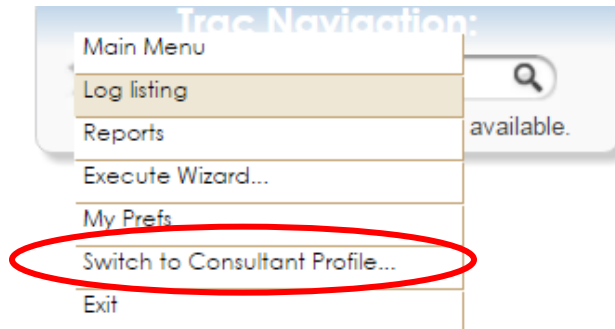
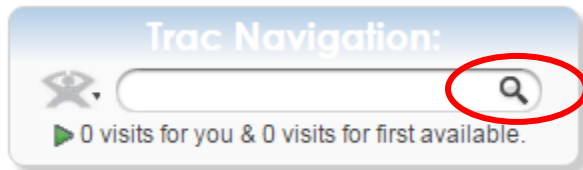


## How to Send a Mass Email to Your Advisees through AdvisorTrac

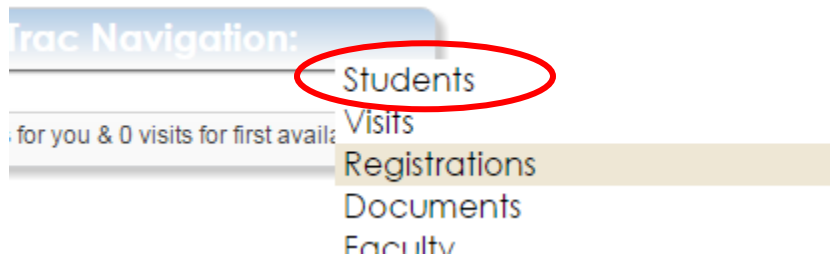
1. Make sure that you are in your **CONSULTANT** profile, not your **FACULTY** profile (from the TracMan on the LEFT side of the **Trac Navigation** box)..



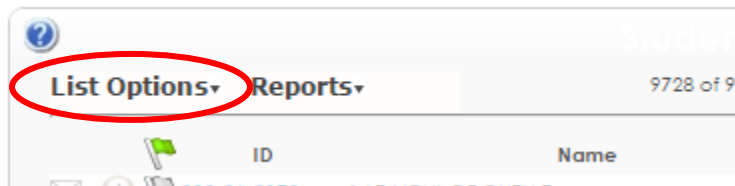
2. Hover your cursor over the looking glass...



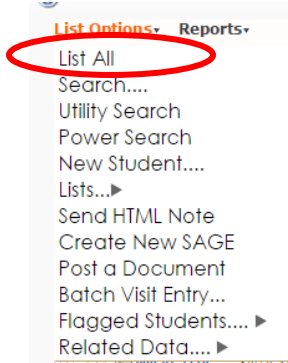
3. and click on the word **Students**.



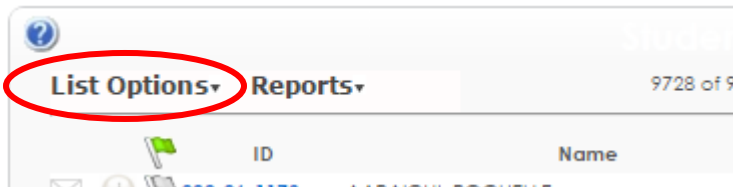
4. Choose **List Options**.



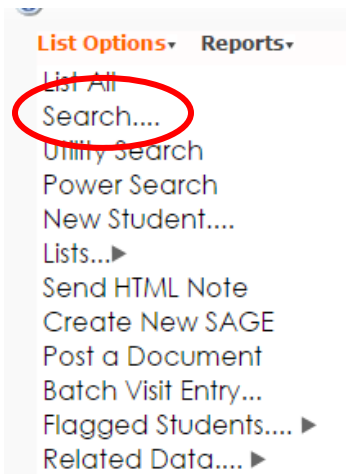
5. Choose **List All**.



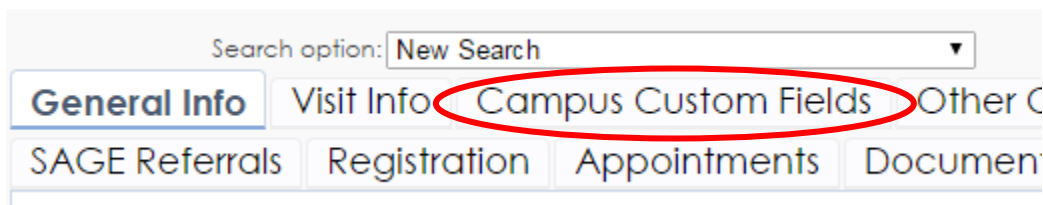
6. This will bring up a list of ALL students. Click on **List Options** again.



7. Click on **Search**



8. Choose the **Campus Custom Fields** tab.



9. Type your name IN ALL CAPS in the **Advisor** Box.

2nd Program of Study/Degree:    
Cell Phone:    
First Term Attended:    
Advisor:

10. Scroll down and choose **Search** (This will bring up a list of YOUR advisees.).

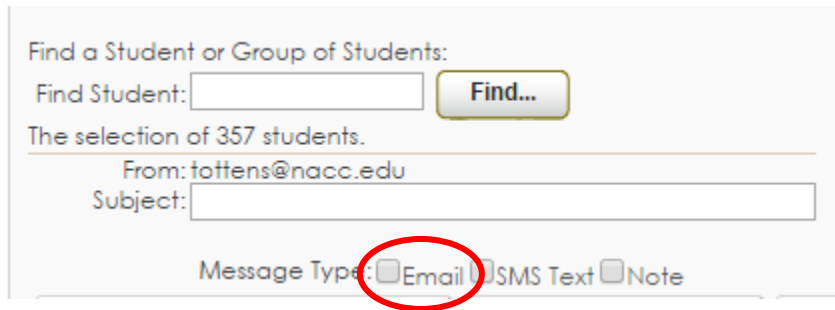
Advisor:    
Title IV Financial Aid:   
Custom 6:   
Custom 7:   
Custom 8:   
Custom 9:

11. Choose **List Options** and **Send HTML Note**.

ID

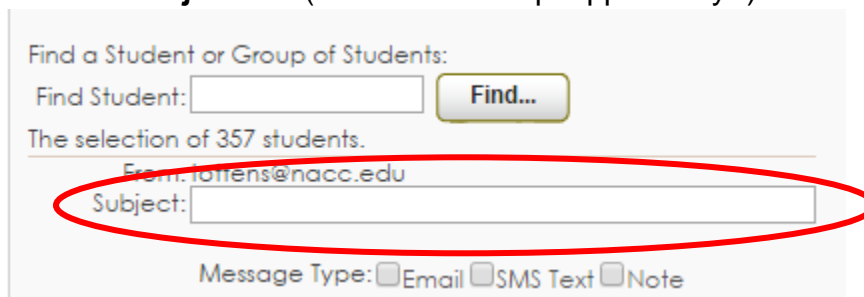
**List Options**   
List All  
Search....  
Utility Search  
Power Search  
New Student....  
Lists...  
  
Create New SAGE  
Post a Document  
Batch Visit Entry...  
Flagged Students.... ▶  
Related Data.... ▶

12. Check the **Email** box.



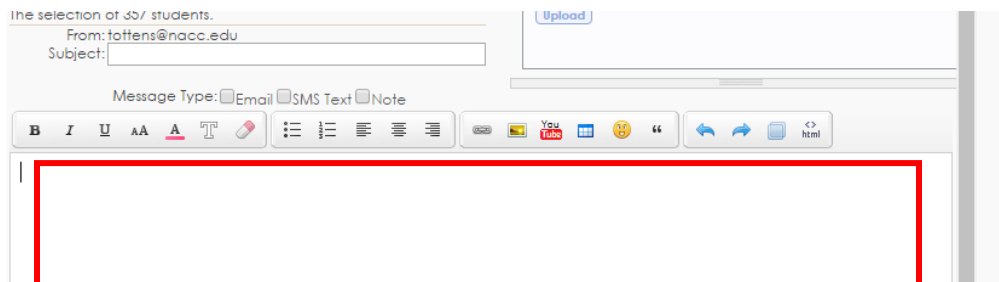
Find a Student or Group of Students:  
Find Student:    
The selection of 357 students.  
From: tottens@nacc.edu  
Subject:   
Message Type:  Email  SMS Text  Note

13. Fill out the **Subject** line (EX. "Scholarship Opportunity!").



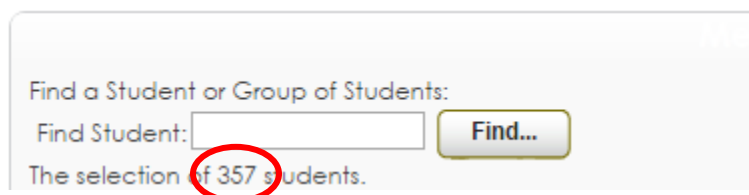
Find a Student or Group of Students:  
Find Student:    
The selection of 357 students.  
From: tottens@nacc.edu  
Subject:   
Message Type:  Email  SMS Text  Note

14. Type your message in the box below as you would a regular email.



The selection of 357 students.   
From: tottens@nacc.edu  
Subject:   
Message Type:  Email  SMS Text  Note  
B I U AA A T

15. **Make sure that the number of students you have in your list is approximately what your advisees should total.**



Find a Student or Group of Students:  
Find Student:    
The selection of 357 students.

16. Choose **Send Message** and your list of advisees will receive your email.

A rectangular button with rounded corners, a thin gold border, and a light gray background. The text "Send Message" is centered in a dark gray font.

Send Message