How to E-mail Advisees **6/12/18**

Option 1: Using EAB Campus – http://memphis.eab.campus.com

This is the most recent program with capability of emailing and texting advisees.
Open Campus at the link above, and double click on the Search icon (magnifying glass) on the left.
Check the Advanced Filters box on the upper right. Under Area of Study, choose our college, your major to choose all of your majors. If you want just students assigned to you, choose yourself from the list in "Assigned To." (You can also limit by choosing items from the Student section in "Category" or "Tags.")
Once you have made your selections, click on Search.
Then choose "All" to send everyone on the list an email, and from the Actions drop down menu, choose "Send Message." You can choose to send an email or a text, and type in the body you want to send. Include your name because you will not be automatically identified as the sender. Your list will still be available to go back and send a text if you sent an email first.

Option 2: For departments with only one advisor or to communicate with all Undergraduate majors-

Someone in each department, a staff member or an advisor, should have access to e-mail all undergraduate majors. For example, the Philosophy undergraduate e-mail address is **PHIL_majors_u@memphis.edu**.

To request access to the undergraduate major e-mail distribution list: The department chair sends an e-mail to hdcoord@memphis.edu requesting permission for whoever needs to access this e-mail list (including the person's name and username).

Option 3: Each advisor with advisees assigned on SGAADVR will have a list of advisees in Self Service Banner – go to myMemphis, Advising or Faculty tab, Self Service Banner, Faculty and Advisors, Student Information Menu, Advisee Listing.

The advisor can e-mail all advisees by using the "E-mail your advisees" link at the bottom of the list of advisees. However, for advisors with a large number of advisees, this option does not work, and the advisor must use option 3. (The number of characters in the "To" line is what determines how many advisees is too many for this option.)

NOTE: You can tell by the alternate pin column on this list which of your students have been cleared by looking for your initials or initials of another advisor. Those who have not been cleared will have a random combination of 6 letters/numbers instead of initials in this column.

Option 4: Each advisor with advisees assigned on SGAADVR should be able to e-mail all students assigned as his or her advisees using this e-mail address- **advisor_username@memphis.edu**. For example, my username is pakrech, so my advisee e-mail address would be **advisor_pakrech@memphis.edu**.

If you do not have access to this method of e-mailing your advisees, you should submit a Helpdesk to request an advisor e-mail address.