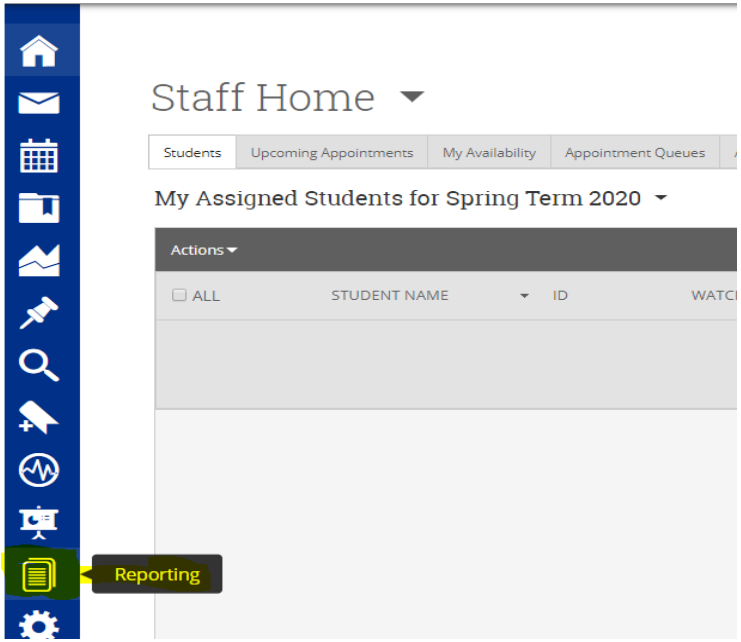
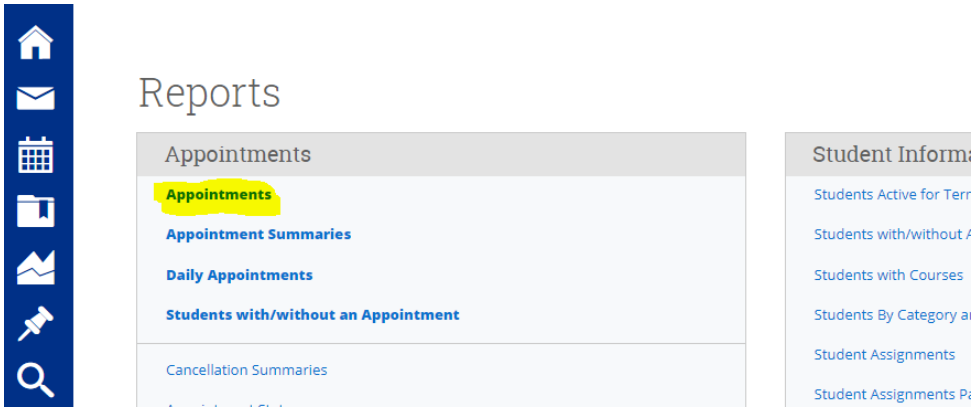
Go to reporting tab



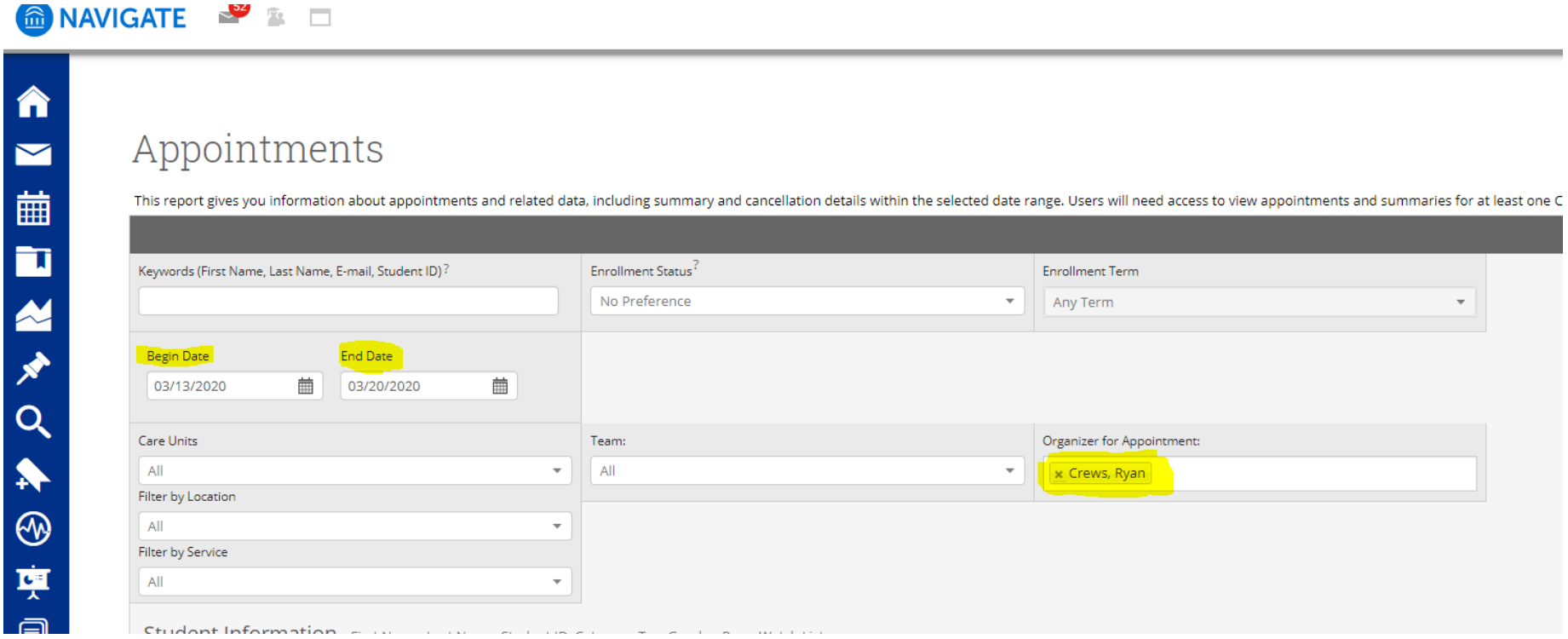
Click on View Legacy Reports

Under Appointments select appointments

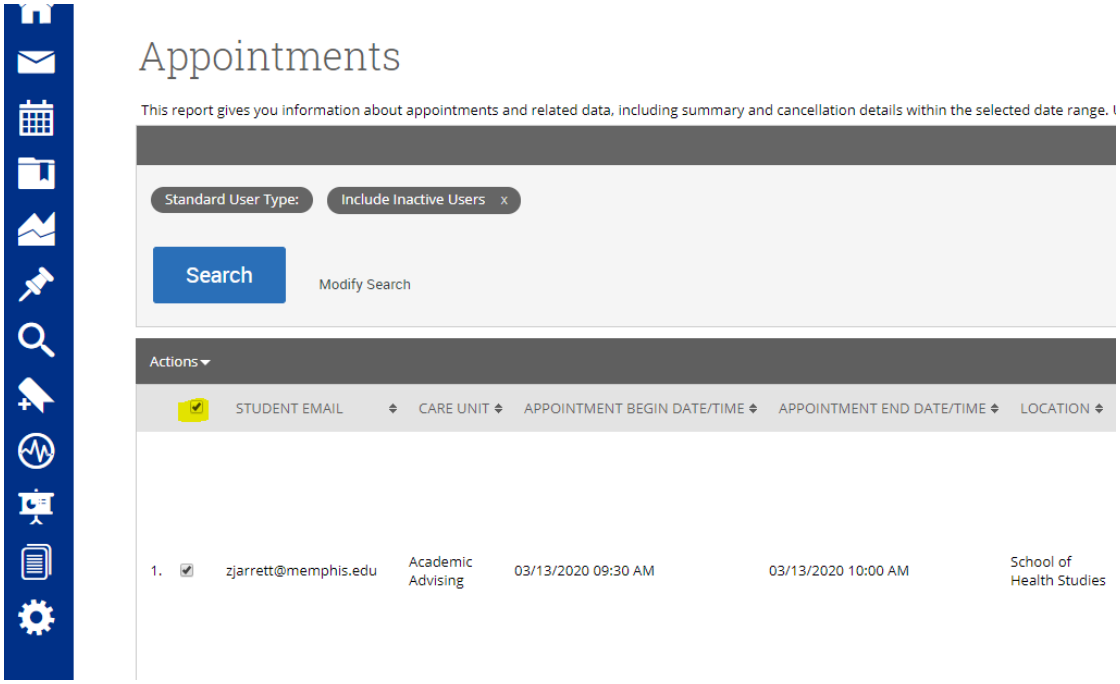


Select the begin and end date for the appointments you are searching for

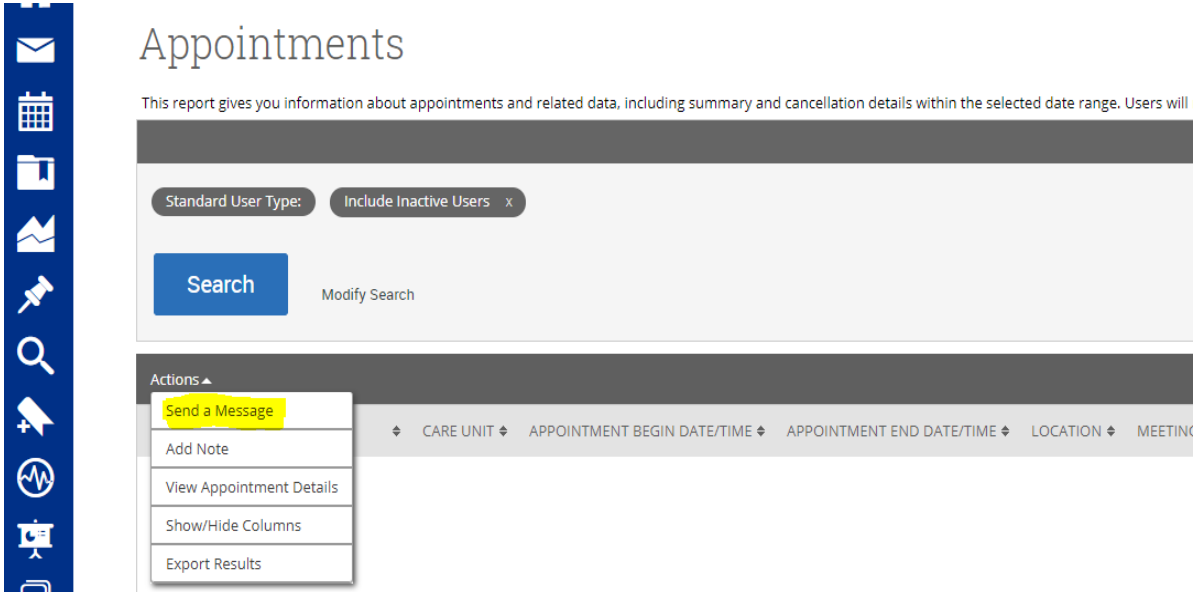
Then select the advisor whom the students are scheduled with and click Search

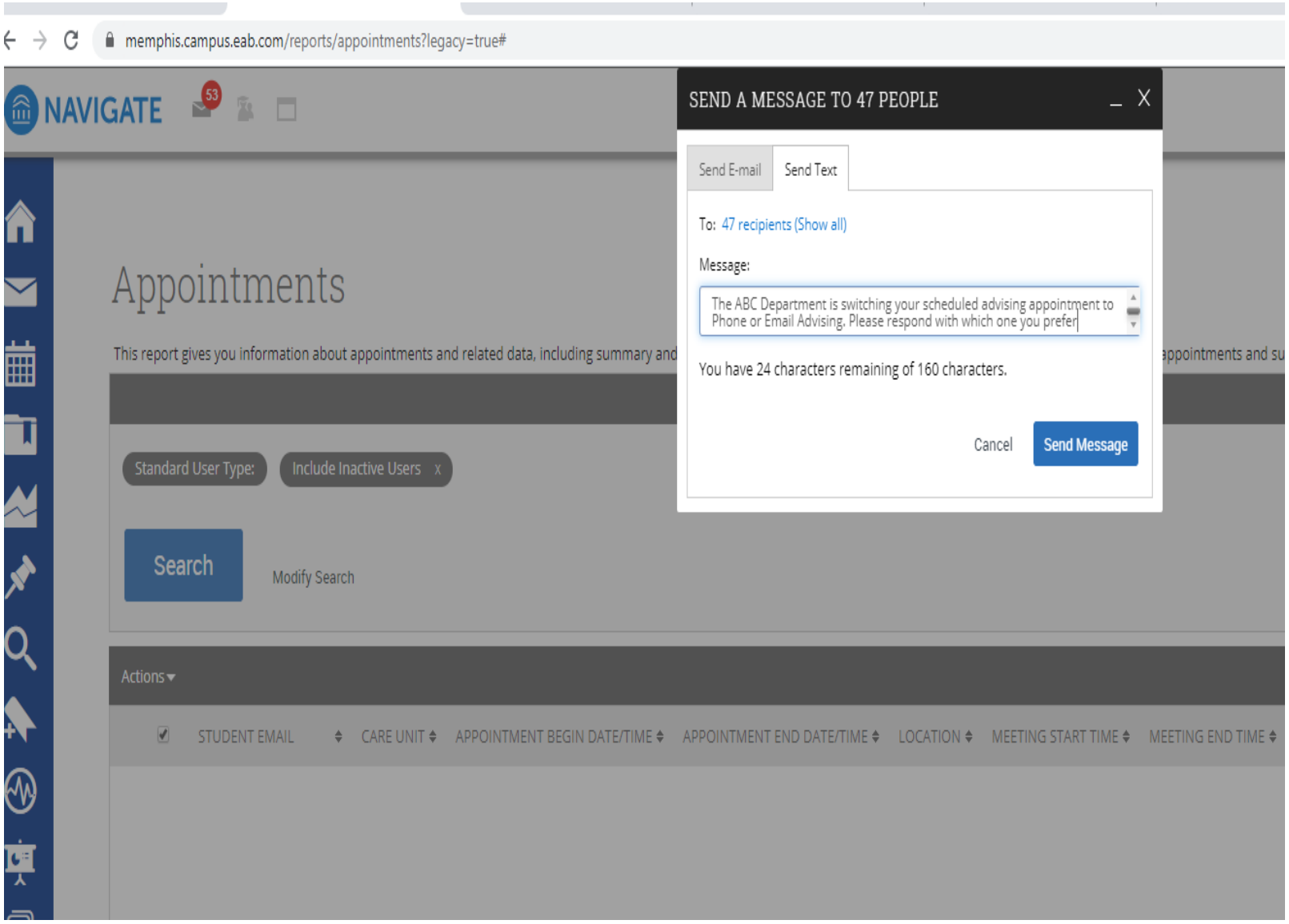


Select the check all box to send out to every student. (Note if some already have Phone/Email advising appointment you can just uncheck those students)



Under the action tab select send message



Here you have the option to either send email or send text message to the selected students (Note you are sending an email if there is a subject line

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