Go to reporting tab

Click on View Legacy Reports

Reports

Appointment/Visit Reports
- Appointments
- Appointment Summaries
- Appointment Requests
- Check-Ins

Intervention Requests
- Alerts
- Cases
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.