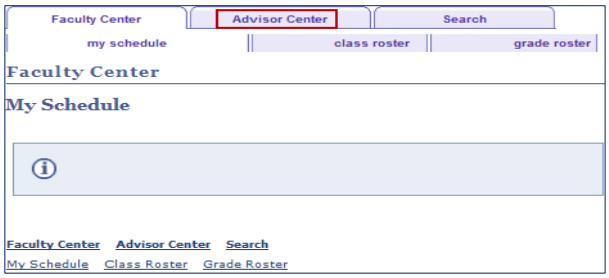
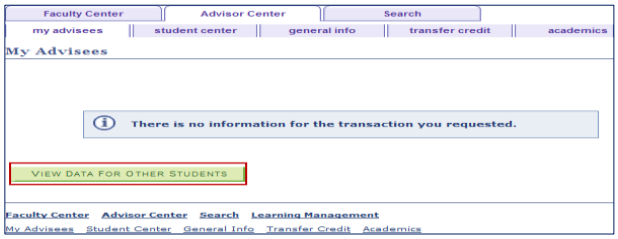
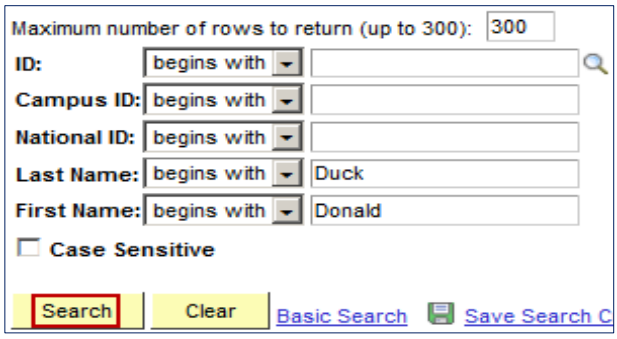
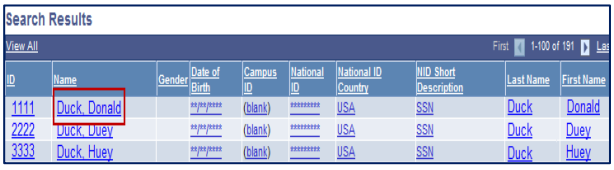
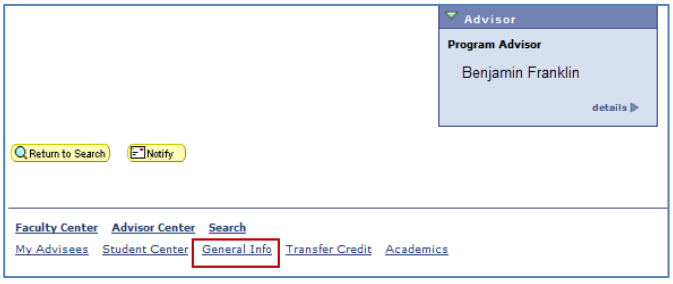
Emailing a Student

You can email a student from several places within myCSUB, such the class roster, grade roster, and Advisor Center. When emailing a student, the email process uses your default mail client, such as FirstClass, Outlook, or Outlook Express. The steps below will guide you through emailing a student from the Advisor Center.

1.	From the Faculty Center, click the **Advisor Center** tab.	
2.	When the **Advisor Center** page opens, click the VIEW DATA FOR OTHER STUDENTS button.	
3.	The search page opens. Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. Click the Search button to continue.	
4.	From the **Search Results**, click the student you desire. If you receive the message, "*No matching values were found*" then refine your search and repeat the previous step.	
5.	The **Advisee's Student Center** opens for your selected student. • Scroll to the bottom of the page and click the **General Info** link.	

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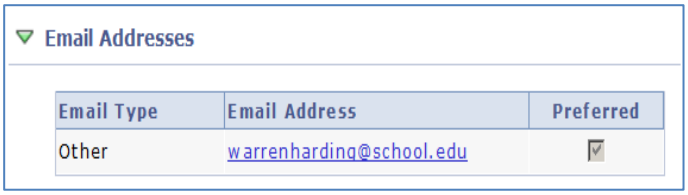
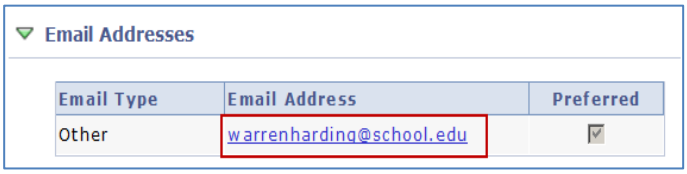
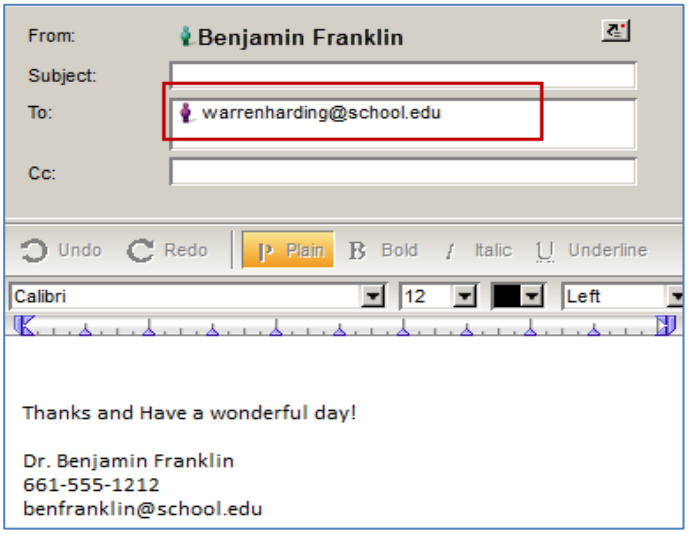
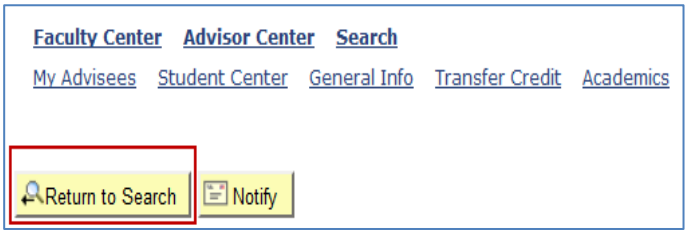
6.	When the **Advisee General Info** screen appears, click the **Email Addresses** link	
7.	The page moves down to the **Email Adresses** section.	
8.	To email the student, click their email address.	
9.	Your email client opens with the student's email address in the **To:** box. • Complete your email. • Return to the student's General Info page.	
10.	When you are satisfied with the **General Info** page, • Scroll to the bottom of the page and • Click the Return to Search button.	

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