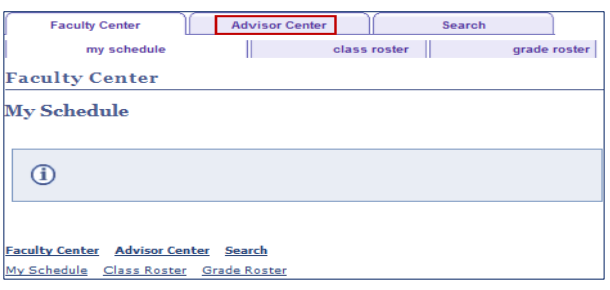
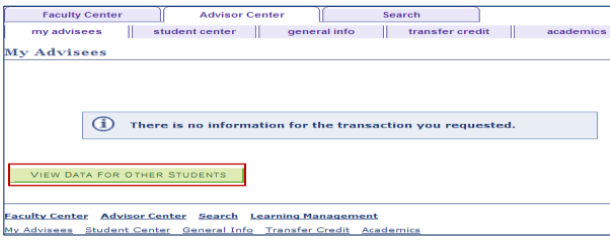
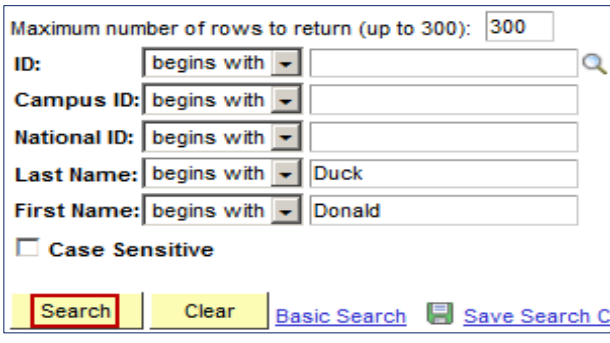
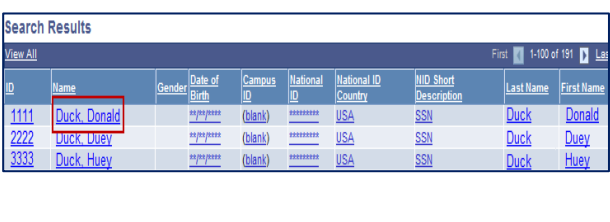




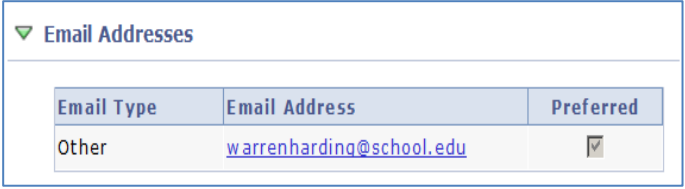
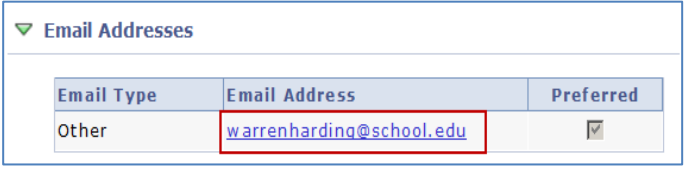
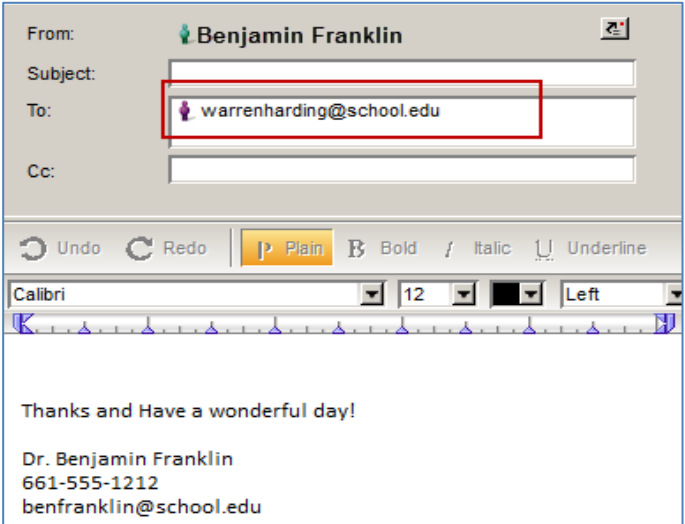

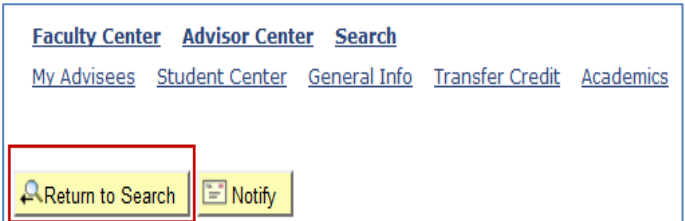


Emailing a Student

You can email a student from several places within myCSUB, such as 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, “ <i>No matching values were found</i> ” then refine your search and repeat the previous step.	 <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus ID</th> <th>National ID</th> <th>National ID Country</th> <th>IID Short Description</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr> <td>1111</td> <td>Duck, Donald</td> <td>mm/dd/yyyy</td> <td>(blank)</td> <td>*****</td> <td>USA</td> <td>SSN</td> <td>Duck</td> <td>Donald</td> </tr> <tr> <td>2222</td> <td>Duck, Huey</td> <td>mm/dd/yyyy</td> <td>(blank)</td> <td>*****</td> <td>USA</td> <td>SSN</td> <td>Duck</td> <td>Huey</td> </tr> <tr> <td>3333</td> <td>Duck, Huey</td> <td>mm/dd/yyyy</td> <td>(blank)</td> <td>*****</td> <td>USA</td> <td>SSN</td> <td>Duck</td> <td>Huey</td> </tr> </tbody> </table>	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	IID Short Description	Last Name	First Name	1111	Duck, Donald	mm/dd/yyyy	(blank)	*****	USA	SSN	Duck	Donald	2222	Duck, Huey	mm/dd/yyyy	(blank)	*****	USA	SSN	Duck	Huey	3333	Duck, Huey	mm/dd/yyyy	(blank)	*****	USA	SSN	Duck	Huey
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3333	Duck, Huey	mm/dd/yyyy	(blank)	*****	USA	SSN	Duck	Huey																															
5.	The Advisee's Student Center opens for your selected student. <ul style="list-style-type: none"> Scroll to the bottom of the page and click the General Info link. 																																						



6.	When the Advisee General Info screen appears, click the Email Addresses link	 <p>Advisee General Info</p> <p>Warren Harding</p> <p>Service Indicators Initiated Checklists National ID Personal Data Addresses Names Email Addresses Phones</p>						
7.	The page moves down to the Email Addresses section.	 <p>▼ Email Addresses</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Other</td> <td>warrenharding@school.edu</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Email Type	Email Address	Preferred	Other	warrenharding@school.edu	<input checked="" type="checkbox"/>
Email Type	Email Address	Preferred						
Other	warrenharding@school.edu	<input checked="" type="checkbox"/>						
8.	To email the student, click their email address.	 <p>▼ Email Addresses</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Other</td> <td>warrenharding@school.edu</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Email Type	Email Address	Preferred	Other	warrenharding@school.edu	<input checked="" type="checkbox"/>
Email Type	Email Address	Preferred						
Other	warrenharding@school.edu	<input checked="" type="checkbox"/>						
9.	<p>Your email client opens with the student's email address in the To: box.</p> <ul style="list-style-type: none"> • Complete your email. • Return to the student's General Info page. 	 <p>From: Benjamin Franklin</p> <p>Subject:</p> <p>To: warrenharding@school.edu</p> <p>Cc:</p> <p>Undo Redo Plain Bold Italic Underline</p> <p>Calibri 12 Left</p> <p>Thanks and Have a wonderful day!</p> <p>Dr. Benjamin Franklin 661-555-1212 benfranklin@school.edu</p>						
10.	<p>When you are satisfied with the General Info page,</p> <ul style="list-style-type: none"> • Scroll to the bottom of the page and • Click the  button. 	 <p>Faculty Center Advisor Center Search</p> <p>My Advisees Student Center General Info Transfer Credit Academics</p> <p> </p>						