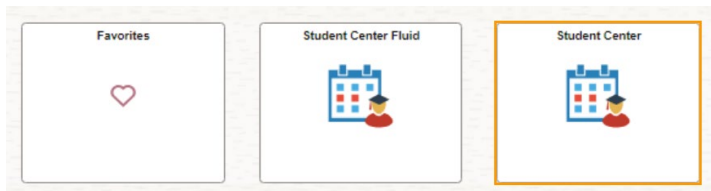


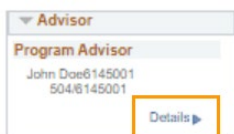
Advisors

1. Click the **Student Center** menu.

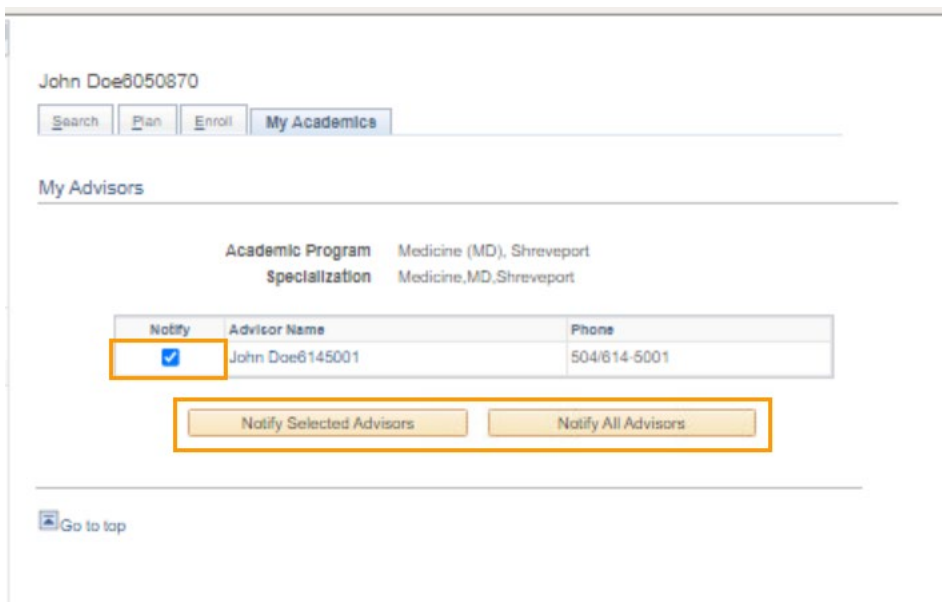


2. Your Advisor's name and phone number displays in the Advisor section of the Student Center. Click the **Details** link in the Advisor section to access your advisor's email information.

NOTE: *There may be multiple advisor options available to send an email. This example only has one selection.*



3. You can select which advisor you wish to email. Click the notify option next to the **Advisor's Name** to email a specific advisor.



NOTE: *If multiple advisors are listed, you may select which advisor(s) you wish to email one of two ways:*

4. Select the **Notify** option to the left of the advisor's name; and/or Click the **Notify All Advisors** button.

Notify	Advisor Name	Phone
<input type="checkbox"/>	[Redacted]	504/[Redacted]
<input type="checkbox"/>	[Redacted]	504/[Redacted]
<input type="checkbox"/>	[Redacted]	504/[Redacted]

- The system redirects you to email. Enter the required information into the **To**, **CC**, **BCC**, **Subject** and **Message Text** field. You can spell check your message by clicking the spell check icon located to the right of the Message Text field. Click the **Send Notification** button.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from John Doe6050870


From [Redacted]@lsuhs.edu

To [Redacted]@lsuhs.edu

CC

BCC [Redacted]@lsuhs.edu

Subject <From the desk of John Doe6050870>

Message Text [Redacted] 

- A message displays indicating your email has been sent. Click the **Return to My Advisors** link.

My Advisors

Send Notification Result

E-mail sent to
wdool1@lsuhsc.edu, wdool1@lsuhsc.edu

This completes the *Advisors* job aid.