

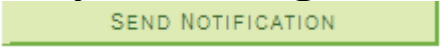




How Do I? Use the Notify Buttons

Version 9.0

- 1. Sign in to WINS.**
- 2. Click on Self Service**, located on the left side
- 3. Click on View My Advisees** located at the top.
- 4. Choosing students for email:**
 - A. Select individual advisees** by **clicking** on the in the first column next to the students' names. Press .
 - OR**
 - B. Select all advisees** by **clicking** .
- 6. Compose your message and select** .
- 7. You will receive a confirmation message in WINS and also an email confirmation in your university email account.**

Features

- ▶ You can email one student, several students or all of your advisees at one time.
- ▶ You can email advisees without leaving WINS.
- ▶ To return to your Advisee list **Click** on **View My Advisees** located in the menu on the left.