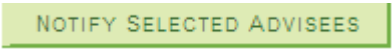
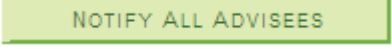





## How Do I?

### Advisor: Notify Buttons

Version 9.0

1. **Sign in to WINS.**
2. **Click on Self Service.**
3. **Click on Advisor Center.**
4. **Click on View My Advisees** located at the top.
5. **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.