

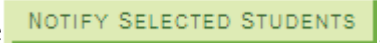
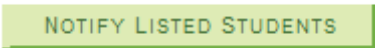
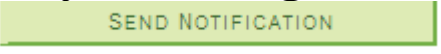




How Do I? Use the Notify Buttons

Version 9.0

- 1. Sign in to WINS.**
- 2. Click on Self Service**
- 3. Click on Faculty Center**
- If different term is preferred **click** on  button.
- 5. Click** on the **Class Roster** icon  next to the class you wish to email.
- 6. Selecting students to email:**
 - A. Select individual students** by **clicking** on the in the first column next to the students' names. Press the .
 - B. Select all enrolled students** by **clicking** .
- 7. Compose your message** and **select** .
- 8. You will receive a confirmation message** in WINS and also an **email confirmation to your university email account.**

Features

- ▶ You can email one student, several students or your entire class at one time.
- ▶ You can email students on your roster(s) without leaving WINS.