

How to Email Advisee

1. Log into HACCCWeb
2. Select ***Faculty and Advisors***
3. Select ***Advisor Menu***
4. Select ***Advisee List with Advising Code***
5. Advisee list will appear with advising codes for three semesters.
6. If you have 50 or more advisees:
 - a. click on "Display Email List when 50+ advisees"
 - b. highlight email list in box - right click inside of the box, left click to copy, then paste into BC: area in Groupwise email
 - c. YOUR email address must be entered in the "To" box of your e-mail
7. If you have less than 50 advisees
 - a. click on "Email your advisees"
 - b. YOUR email address must be entered in the "To" box of your e-mail