How to Email Advisee

1. Log into HACCWeb

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