

Send email to your advisees

1. Open Firefox
2. From the SNC Home Page, click on mySNC (top right side of page)
3. Log in
4. There will be a menu on the right called User Menu. In that menu will be a heading called Additional Options:, and under that, Broadcast E-mail. Click on Broadcast E-mail.
5. A web form will come up. You can select the From field from one or more identities (if only one identity, it will be filled in for you with your email) you are permitted to send from.
6. You can then select one or more addresses for the To: field. For your advisees, select first-last-acad-advisees. To select more than one address, hold down the Ctrl key while clicking on the addresses.
7. Note that you will get a BCC copy of the message.
8. Enter (or copy and paste) text into the Subject field.
9. Enter (or copy and paste) text into the message body.
10. Clicking Reset will clear all the addresses and text fields so you can start over.
11. When you are satisfied with the message, click Preview. You will see a verification page. If everything looks good, click Send Now. If you need to do any editing, make changes in the bottom box and click Preview again.