

Emailing Advisees:

- 1) From Access OTC click "Email All Advisees"
- 2) Pick the term for the current

The screenshot shows a web interface with a top navigation bar containing links for MAIN MENU, EMPLOYEE MENU, HELP, CONTACT Us, and PRINT. Below the navigation bar, the page title is "EMPLOYEE" and the user is greeted with "Welcome DAVID LIND!". The main heading is "E-mail All Advisees". Below the heading, there is a prompt: "Select a term or date range to restrict your advisee list". There are three input fields: "Term" with a dropdown menu showing "SPRING 2016", "Start Date", and "End Date". A "SUBMIT" button is located below these fields. The bottom navigation bar is identical to the top one.

- 3) Scroll down through Advisee list to hit the button "OK"

The screenshot shows a table with a large blacked-out area, likely representing a list of advisees. To the right of the table, there are four rows, each with a "00" value in a column. Below the table is a section titled "Security Access Messages" with a dropdown menu showing "None". At the bottom of this section is an "OK" button.

- 4) Select Email all advisees and compose email at the bottom of the page:

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