

# Email All Advisees

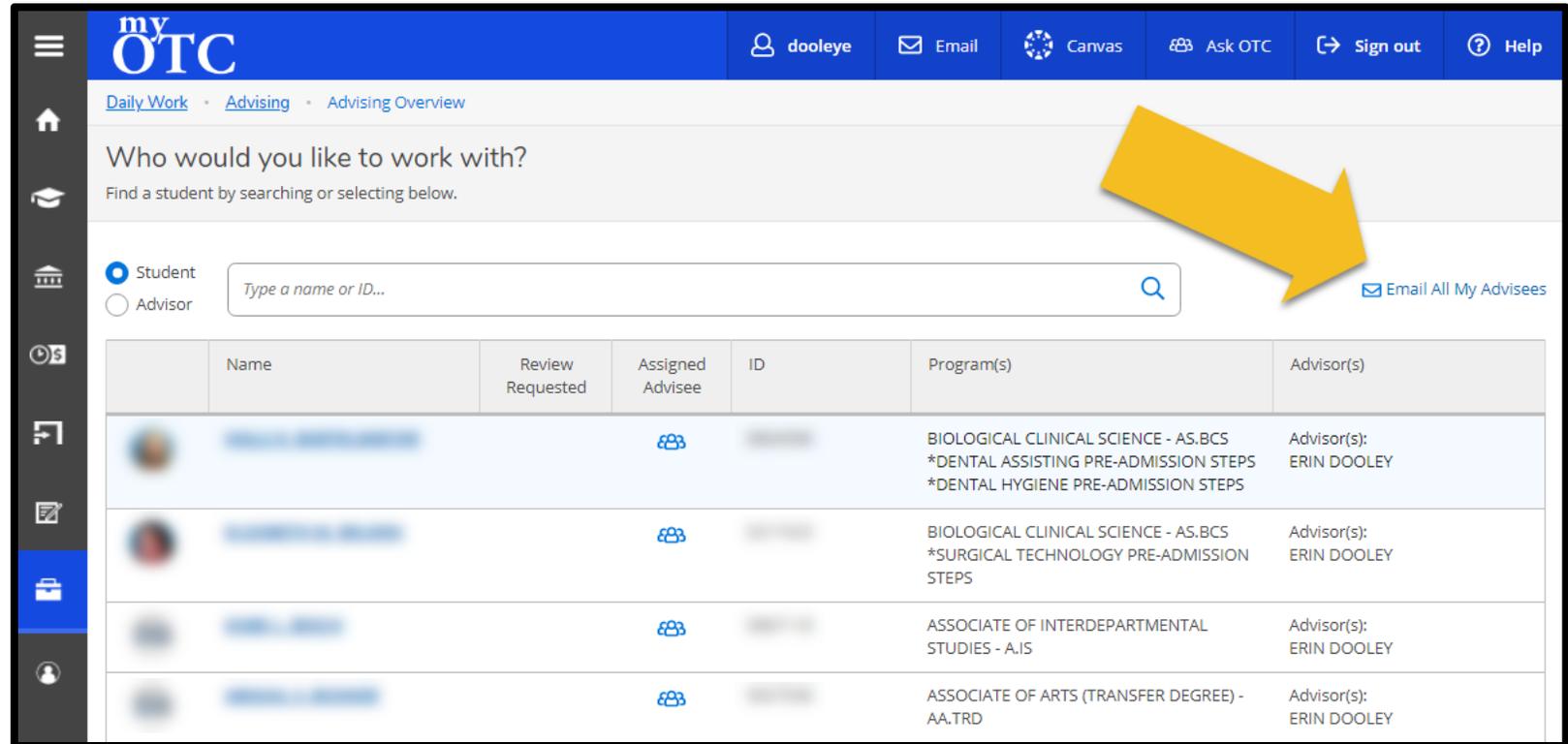
1. Go to **my.OTC.edu**
2. Login using your OTC username and password
3. Select **Advising**

The screenshot shows the my.OTC.edu user interface. At the top, the user is identified as 'dooleye' with links for Email, Canvas, Ask OTC, Sign out, and Help. A welcome message reads 'Hi, Erin! You've arrived at MyOTC!'. Below this is a 'Notifications' section with a table containing one notification: 'ATTENTION STUDENTS! You must sign up for a payment plan on the same day you register for classes or you will be disenrolled.' The main dashboard is a grid of service tiles: Student Planning, Grades, Enrollment Verifications, Student Accounts, Tax Information, Employee Resources, Faculty, Advising, Financial Aid, and Graduation. A large yellow arrow points to the 'Advising' tile, which is described as 'Here you can access your advisees and provide guidance & feedback on their academic planning.'

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## 4. Select **Email All My Advisees**

**IMPORTANT:** Microsoft Outlook must be set as the default email application



The screenshot shows the 'myOTC' web application interface. The top navigation bar includes the user name 'dooleye', 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. The main content area is titled 'Who would you like to work with?' and includes a search bar with the placeholder text 'Type a name or ID...'. A yellow arrow points to the 'Email All My Advisees' button located to the right of the search bar. Below the search bar is a table with the following columns: Name, Review Requested, Assigned Advisee, ID, Program(s), and Advisor(s). The table contains four rows of data, each representing a student and their assigned advisor.

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)
[Redacted]		Yes	[Redacted]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *DENTAL ASSISTING PRE-ADMISSION STEPS *DENTAL HYGIENE PRE-ADMISSION STEPS	Advisor(s): ERIN DOOLEY
[Redacted]		Yes	[Redacted]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *SURGICAL TECHNOLOGY PRE-ADMISSION STEPS	Advisor(s): ERIN DOOLEY
[Redacted]		Yes	[Redacted]	ASSOCIATE OF INTERDEPARTMENTAL STUDIES - A.IS	Advisor(s): ERIN DOOLEY
[Redacted]		Yes	[Redacted]	ASSOCIATE OF ARTS (TRANSFER DEGREE) - AA.TRD	Advisor(s): ERIN DOOLEY

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5. Once email displays, ensure advisees populate in **Bcc** field
6. Draft email and send

