

Emailing a Student

You can email a student from several places within myCSUB, such the class roster, grade roster, and Advisor Center. When emailing a student, the email process uses your default mail client, such as FirstClass, Outlook, or Outlook Express. The steps below will guide you through emailing a student from the Advisor Center.

1.	From the Faculty Center, click the Advisor Center tab.	Faculty Center Search my schedule class roster grade roster Faculty Center My Schedule
2.	When the Advisor Center page opens, click the <u>View Data FOR OTHER STUDENTS</u> button.	Faculty Center Advisor Center Search my advisees student center general info transfer credit academics My Advisees There is no information for the transaction you requested. View DATA FOR OTHER STUDENTS View DATA FOR OTHER STUDENTS Eaculty Center Advisees Student Center Search Academics
3.	The search page opens. Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. Click the <u>Search</u> button to continue.	Maximum number of rows to return (up to 300): 300 ID: begins with • Campus ID: begins with • National ID: begins with • Last Name: begins with • Duck First Name: begins with • Donald Case Sensitive Search Clear Basic Search
4.	From the Search Results , click the student you desire. If you receive the message, " <i>No matching values were found</i> " then refine your search and repeat the previous step.	Search Results Yew All View All First 1-100 of 191 Last Q Name Gender Date of Birth Campus National ID (Country NUD Short Last Name 1111 Duck, Donald ####### USA SSN Duck Donald 2222 Duck, Duey ###### USA SSN Duck Duey 3333 Duck, Huey ###### (blank) ###### USA SSN Duck Huey
5.	 The Advisee's Student Center opens for your selected student. Scroll to the bottom of the page and click the General Info link. 	Advisor Program Advisor Benjamin Franklin details



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б.	appears, click the Email Addresses link	Advisee General Info
		Warren Harding
		Service Indicators Initiated Checklists
		National ID Personal Data
		Addresses Names
7.	The page moves down to the Email Adresses	▼ Email Addresses
	section.	
		Email Type Email Address Preferred
		Other warrenharding@school.edu
8.	To email the student, click their email address.	▼ Email Addresses
		Empil Type Empil Address Desformed
		Other warrenharding@school.edu
9.	Your email client opens with the student's	
	email address in the To: box.	Subject:
		To: warrenharding@school.edu
	Complete your email.	
	Return to the student's General Info	Cc:
	page.	O line O note D free P. Rold / Anto 11 linearies
		Jondo C Redo P Panin B Bold 7 Italic Q Ondernine
		Thanks and Have a wonderful day!
		Dr. Benjamin Franklin
		661-555-1212 benfranklin@school.edu
	Million and antisfield the Original I.	
10.	when you are satisfied with the General Info page.	Faculty Center Advisor Center Search
		My Advisees Student Center General Info Transfer Credit Academics
	 Scroll to the bottom of the page and 	
	Click the <u>search</u> button.	Keturn to Search