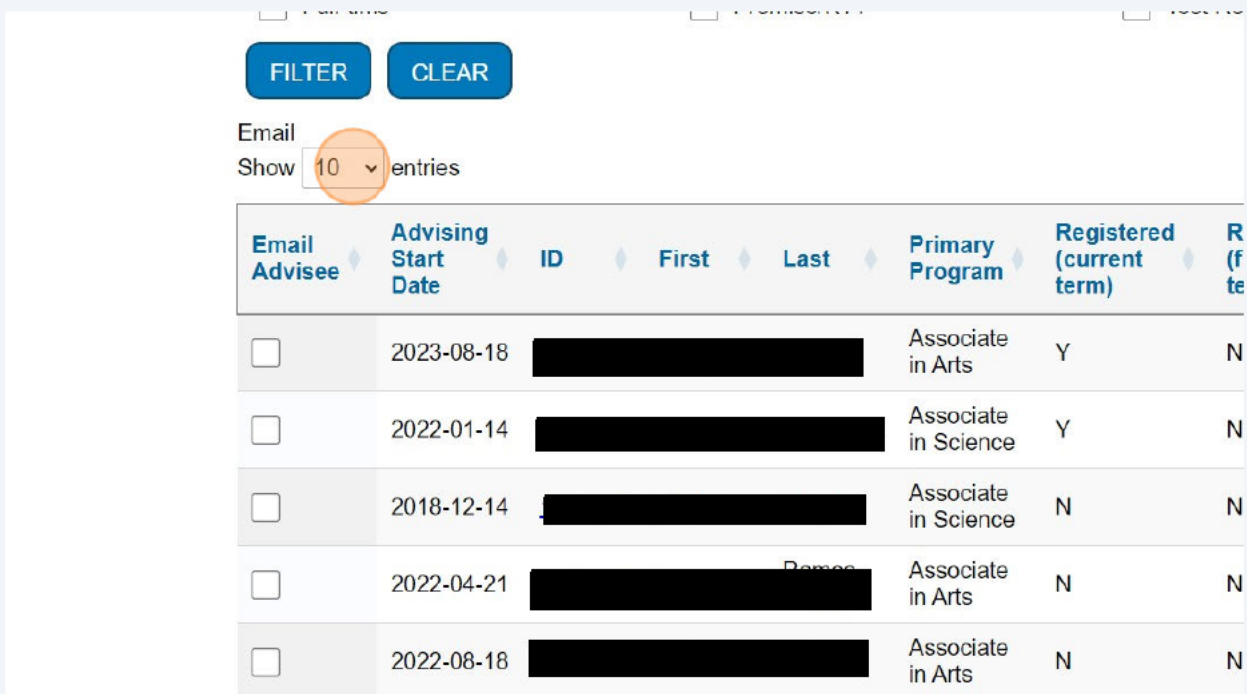


Send Email to Multiple (or all) Advisees via the Advising Hub

1 Navigate to the CCCC portal and click on "Advising Hub"

2 To view more than 10 advisees at a time, use the dropdown to show more.



The screenshot shows the Advising Hub interface. At the top, there are 'FILTER' and 'CLEAR' buttons. Below them, there is a search bar and a 'Show 10 entries' dropdown menu, which is highlighted with an orange circle. The table below lists five advisees with columns for Email Advisee, Advising Start Date, ID, First, Last, Primary Program, Registered (current term), and R (f te).

Email Advisee	Advising Start Date	ID	First	Last	Primary Program	Registered (current term)	R (f te)
<input type="checkbox"/>	2023-08-18	[REDACTED]			Associate in Arts	Y	N
<input type="checkbox"/>	2022-01-14	[REDACTED]			Associate in Science	Y	N
<input type="checkbox"/>	2018-12-14	[REDACTED]			Associate in Science	N	N
<input type="checkbox"/>	2022-04-21	[REDACTED]		Demoo	Associate in Arts	N	N
<input type="checkbox"/>	2022-08-18	[REDACTED]			Associate in Arts	N	N

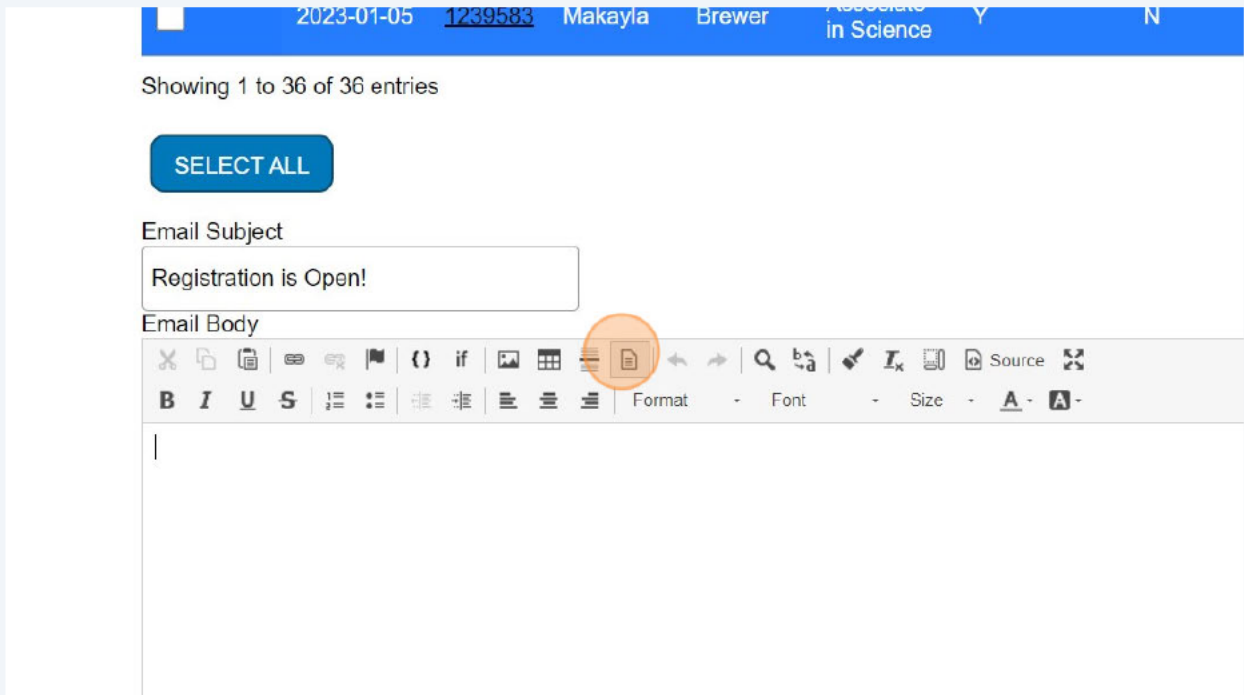
3 Scroll past your list of advisees and Click "SELECT ALL"

The screenshot shows a web interface with a table of entries. The first row is highlighted in blue and contains the following text: a checkbox, the date "2023-01-05", a redacted name, "Associate in Science", and a "Y" status. Below the table, it says "Showing 1 to 36 of 36 entries". A blue button labeled "SELECT ALL" is highlighted with an orange circle. Below the button are two text input fields: "Email Subject" and "Email Body". The "Email Body" field has a rich text editor toolbar with various icons for text formatting and editing.

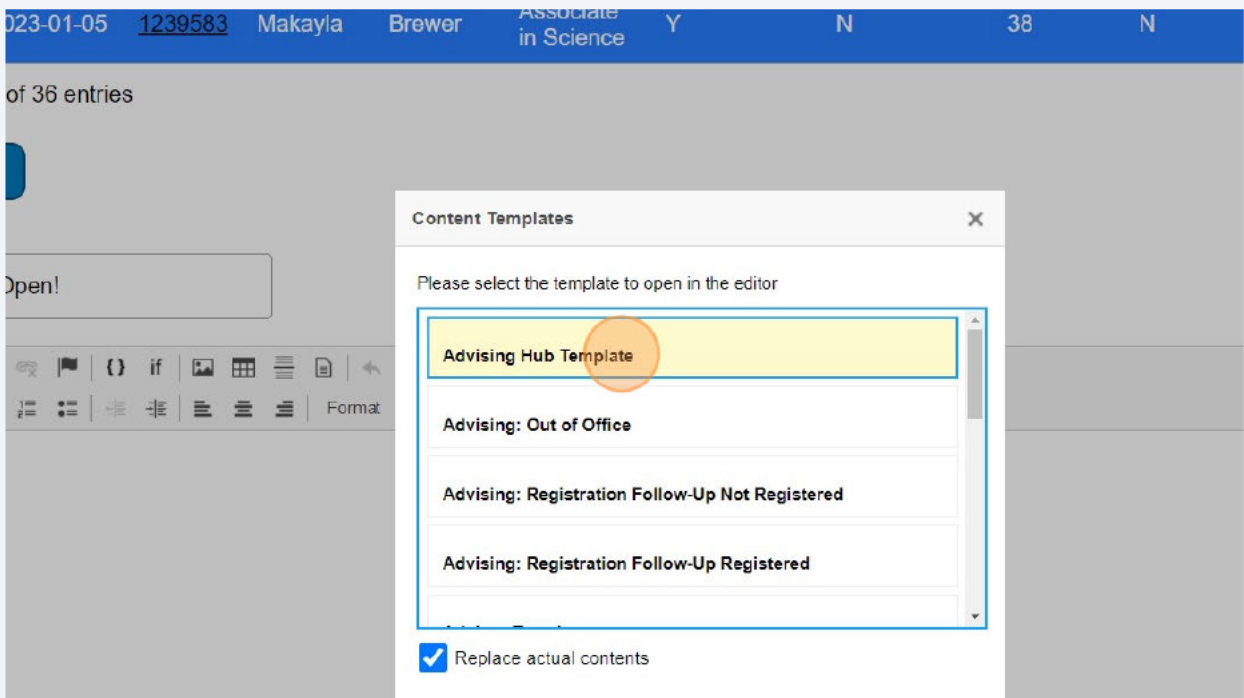
4 Click the "Email Subject" field and type the subject for your email.

This screenshot is identical to the one above, but the "Email Subject" input field is now highlighted with an orange circle, indicating it is the focus of the next step. The "SELECT ALL" button is no longer highlighted.

5 Click the paper icon to add a template if you choose.



6 Click "Advising Hub Template"



7 Once you have written your email, Click "SEND EMAIL TO SELECTED"

The screenshot displays an email editor interface. At the top, there is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the email content is previewed, featuring a blue header with the Central Carolina Community College logo, a placeholder for content, a row of social media icons (Instagram, Facebook, Twitter, TikTok, LinkedIn, YouTube), and a footer with the college's name. At the bottom of the editor, a dark blue button labeled "SEND EMAIL TO SELECTED" is highlighted with an orange circle. To the right of this button, the text "36 row(s) selected" is visible. A red recording dot is present in the bottom left corner of the editor area.

8 Type "SEND" to confirm, you will get a confirmation pop up of the success. This email will be tracked in the student timeline.