



# VandalStar

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## connect

### How to Create 'Message,' 'Note,' and 'Email'

#### 1. Create Message:

- o **Send Email 'Message' (to 1-student or group of students):**

Main menu> students>my students >search to find student or use "Connection" and "Term" to locate student group>select 'Message' button at top or in a student's profile>fill out pop-up text box (you can check the box to send an email copy to yourself)>click 'Submit!'



#### **What will you/others see and where?**

>The 'Message' is always private between you and the student; not shared with Network members

>You will receive an Outlook email if you've cc'd yourself; student receives an Outlook email automatically

>The 'Message' can be viewed in 'Notes' in the Student Folder

>The 'Message' sent is saved in all Student Folders (if group email sent)

Type	Subject
  Message	Message to Student.....

*Example of 'Message'—clicking the plus icon will display text*

#### 2. Create Note:

- o **Add Pre-Health Note (to 1-student or group of students):**

Main menu> students>my students >search to find student or use "Connection" and "Term" to locate student group>select 'Note' button at top or in a student's profile>fill out pop-up text box (you can check the box to send an email copy to yourself and/or student)>click 'Submit!'

**What will you/others see and where?**

> A 'Note' can send a notification to the student (or not), be private (or shared with a student's Network)

>Who in the Network will see the 'Note' (if 'shared' box is checked) is displayed at the bottom of the text box

>You will receive an Outlook email if you've cc'd yourself; student receives an Outlook email if you've cc'd the student

>The 'Note' created is saved in all Student Folders if more than one student was selected

>A 'Note' can be viewed in the Student Folder under 'Notes'

Type	Subject
  Pre-health Professions Advising	Student Interested in Major Change

*Example of 'Note'—clicking the plus icon will display text*

**3. Send Email to a Network Member:**

- o Main menu>students>my students>search for student>select student >click Network on left navigation>click member(s)>click 'Email selected' to send email to Network member(s). You have the option to cc yourself



**What will you/others see and where?**

>The 'Email' can be viewed in student's profile under 'Notes'

>The 'Email' sent to the Network member(s) can be seen by you and those selected to receive the email

>You receive an Outlook email if you've cc'd yourself

>The student will not receive or be able to view the 'Email'

Type	Subject
  Email Provider Comment	Test Test Network Member Email

*Example of 'Email'—clicking the plus icon will display text*