How to Create
‘Message,’ ‘Note,’ and ‘Email’

1. **Create Message:**
   - **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)

   ![Example of ‘Message’—clicking the plus icon will display text](image)

2. **Create Note:**
   - **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’

Example of ‘Note’—clicking the plus icon will display text

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

Example of ‘Email’—clicking the plus icon will display text