Email Advisees from Early Alert

1. Access Early Alert with your StarID Credentials: https://my.mnstate.edu/EarlyAlert/

2. Click “Students | Bulk Email”

3. Filter by “advisee”, select students and validate number as shown in picture

4. Click Email Selected (bottom of screen)
Email Advisees from Early Alert

5. Enter a “Subject” for the email, choose an email Template from the dropdown (blank if you want to type it from scratch). When finished click Submit.

*Please Note:* This tool is not designed/intended to be used to email your classlists. Please use D2L Brightspace or some other mechanism to do that as it creates unnecessary and undesired information in Early Alert.