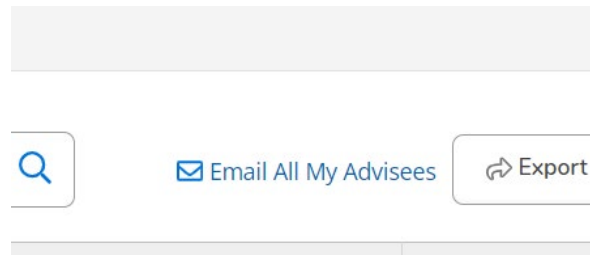
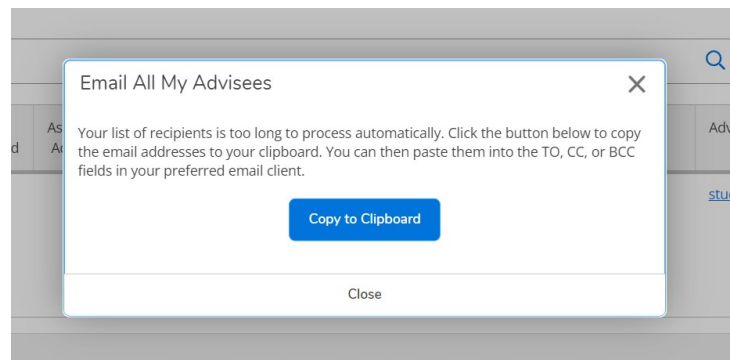


## How to Email your Advisees or Roster from Self-Service

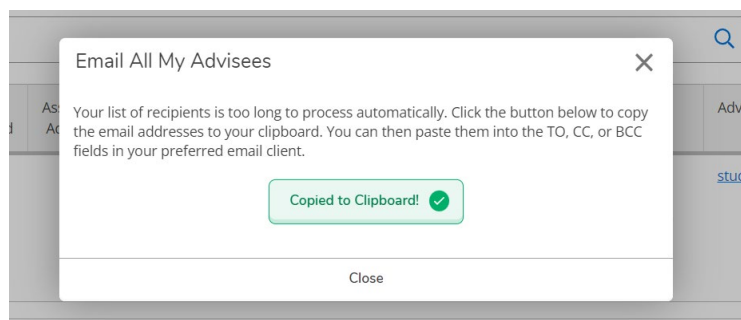
Open your Advisee list or Class Roster in [Self-Service/Academic Planning](#). Click the “Email All...” link at the top right corner of either list:



The following box will open, click “Copy to Clipboard.”



When processed, the “Copied to Clipboard” message will change to green.



Open a new Gmail message and right click to select the “Paste” option (or use Ctrl+V) to paste the email addresses from the clipboard. Best practice is to use BCC when emailing a group of students.