

# Finding and Emailing Your Academic Advisees in MavCONNECT

## General Overview:

In this user guide, we will demonstrate how to **find your Academic Advisees** and **send them an email** through MavCONNECT.

1. Log into [MavCONNECT](#) staff/faculty site.
2. On your “Staff Home” page, find the “**Relationship Type**” area, and change to “**Advisor**”

## Staff Home



### Assigned Students



3. Review your list, and if you wish to send a group email to the entire list, check the box next to “NAME” in the upper left. This function should select all the names in your list. If you have more than 100 advisees/student in the list, you may need to select a “Select all...” feature which will show up at the top middle of the list.



4. Then click on the “**Actions**” to bring up a list of executable functions. From here choose “**Send a Message to Student**” to send an email to the student via MavCONNECT\*. You can use the merge fields indicated to personalize your messages. From a staff view, we will continue to see the merge fields in a sent email, but know that from the student end it is personalized.

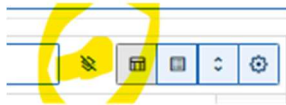
## Assigned Students



## IMPORTANT: STUDENT MESSAGES & MavCONNECT

Note that once you email from MavCONNECT, you can continue the dialogue via your Outlook mailbox and the email exchange will continue to be recorded in Outlook - as well as MavCONNECT

- Emails sent via MavCONNECT ARE viewable in a student's profile under the "More", "Conversations" area – you may need to CLEAR THE FILTERS to see them all.



- Student Messages ARE tracked in MavCONNECT, so please be aware that others will be able to see the conversation. IF students respond with sensitive information and it is tracking in MavCONNECT please email [mavconnect@mnsu.edu](mailto:mavconnect@mnsu.edu) to discuss removal of individual student conversations.
- **If you need to stop tracking in MavCONNECT**, in follow up email responses, you will need to delete the MavCONNECT email address for the student.
  - In the "To" field, the email will show as [Joe.scholar@mavconnect.mnsu.edu](mailto:Joe.scholar@mavconnect.mnsu.edu) delete this and input the student's normal MNSU-Mankato email: [Joe.scholar@mnsu.edu](mailto:Joe.scholar@mnsu.edu)
  - This will stop message tracking in MavCONNECT.

### EXTRA TIP: ADDING YOUR EMAIL SIGNATURE

You may want to add an email signature in MavCONNECT as you can then merge it with your emails.

To do so, click on your Initials/Picture in upper right, open "User Settings" and update your Email Signature.

