E-mail

E-mail Students through Nanook Navigator (EAB Navigate)

Default Automatic Message Reminders Sent to Students
Students will receive an automatic reminder e-mail 24 hours & a reminder text 90 minutes before their appointments created in Nanook Navigator.

Who can send e-mails?
Staff and Instructors are able to e-mail students, staff and instructors through Nanook Navigator. Emails are sent to the student’s UA preferred email address in UA Online.

Email a student through the student profile

1. Go to your “Staff Home” role or “Professor Home” role

2. Search for the student’s profile in the quick search (top right) by their name, student ID number or UA preferred email address. Click on their name. *You can also click on the student’s name if they are in your advisees list.

3. Under “I want to…”, click on “Message Student”.

4. Click on “Send E-mail”

5. Enter your subject and message. You can send a copy of the email to yourself by adding your Alaska.edu email to the “Send additional e-mail notifications to:” box.

6. Students can update their preferred phone number or email address in UAOnline.
7. Messages cannot be deleted from the Nanook Navigator system.
8. Click “Send Message”

Need assistance? See more resources at https://uaf.edu/gs/nanooknavigator/ or contact jrskipper@alaska.edu.
E-mail

E-mail Multiple Students Through Watch List

1. Go to your “Staff Home” role

2. Click on Lists & Searches Icon (left-side panel in Staff role)

3. Click on the watch list of students you wish to message

4. Select the students, by checking the box next to their name. *You can also select all at the top of the list.

5. Click “Actions”

6. Click “Send Message”

7. Click on “Send E-mail”

8. Enter your subject and message. You can send a copy of the email to yourself by adding your Alaska.edu email to the “Send additional e-mail notifications to:“ box.

9. Students will not see another students’ information; the messages are always BCC.

10. Click “Send Message”

Message Students From Advisees List

1. Go to your “Staff Home” role

2. Under “My Assigned Students”, check the boxes of the students you wish to message. You can also select all.

3. Click on “Actions”

4. Click “Send Message”

5. Follow steps 5-8 in the “E-mail a student through the student profile, continued” section.

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Message Instructors from Student Profile

1. Go to your “Staff Home” role or “Professor Home” role

2. Search for the student’s profile in the quick search (top right) by their name, student ID number or UA preferred email address. Click on their name. *You can also click on the student’s name if they are in your advisees list.

3. Once in the student profile, click on “Class Info”

4. Under “Classes This Term” you can click on the check box of one or more of the courses.

5. Click Actions and Send Message to Professor

6. You can add assigned staff (assigned advisors) to this email communication.

7. Add subject and message.

Message Instructors from Student Profile, continued

8. Attach any attachments.

9. You can send a copy of the email to yourself by adding your Alaska.edu email to the “Send additional e-mail notifications to:” box.

10. Messages cannot be deleted from the Nanook Navigator system.

11. Click “Send Message”.

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### E-mail

**Message Students From Professor Home**

1. Go to your “Professor Home” role

![Professor Home Diagram]

2. Under “Students In My Classes”, check the boxes of the students you wish to message. You can also select all.

![Students In My Classes Diagram]

3. Click on “Actions”
4. Click “Send Message”

5. Follow steps 5-8 in the “E-mail a student through the student profile, continued” section.

**Replying to E-mail**

You will receive a notification in your professional email (alaska.edu) when a message reply has been received in your Nanook Navigator profile.

1. Go to your “Staff Home” role or “Professor Home” role

![Staff Home Diagram]

2. Click on “Conversations” (left-side panel) or messages (top of page)

![Conversations Diagram]

OR

3. Click on the unread message to see the conversation and reply.

![Message Details Diagram]

4. Click “reply to sender” (right side of the conversation)

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