# 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.
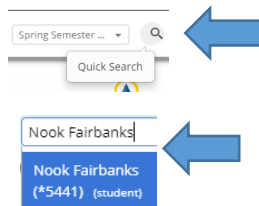
### Who can send e-mails?

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.

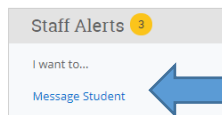### Email a student through the student profile

1.  Go to your "Staff Home" role or "Professor Home" role

    Staff Home ▲
    Professor Home
    Student Home

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.*
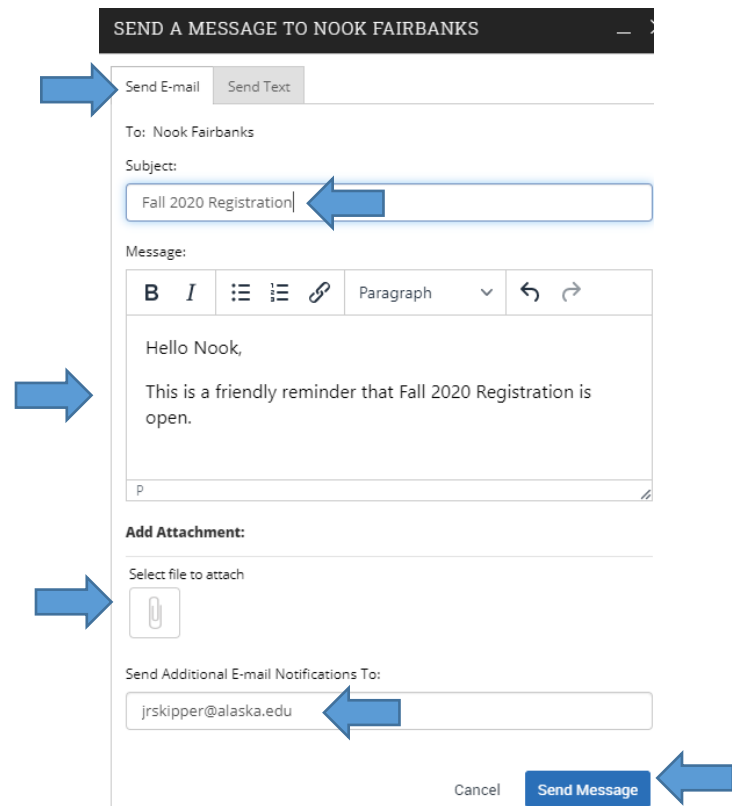
    Spring Semester ... ▼   🔍
    Quick Search

    Nook Fairbanks

    Nook Fairbanks
    (*5441) (student)

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

    Staff Alerts 3
    I want to...
    Message Student

4.  Click on "Send E-mail"

### *E-mail a student through the student profile, continued*

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.

    SEND A MESSAGE TO NOOK FAIRBANKS

    Send E-mail    Send Text

    To:  Nook Fairbanks

    Subject:

    Fall 2020 Registration

    Message:

    **B**   *I*   ≔ ≔ 🔗   Paragraph ▼   ↶ ↷

    Hello Nook,

    This is a friendly reminder that Fall 2020 Registration is open.

    P

    **Add Attachment:**

    Select file to attach
    📎

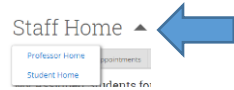    Send Additional E-mail Notifications To:

    jrskipper@alaska.edu

    Cancel   **Send Message**

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"

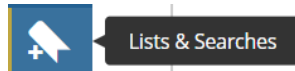# E-mail

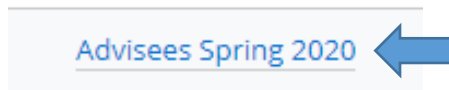## E-mail Multiple Students Through Watch List
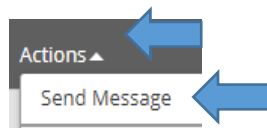
1. Go to your "Staff Home" role

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.*
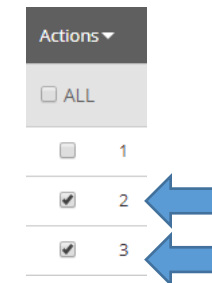5. Click "Actions"
6. Click "Send Message"

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
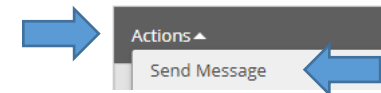
1. Go to your "Staff Home" role

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.

# E-mail

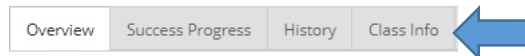## Message Instructors from Student Profile

1. Go to your "Staff Home" role or "Professor Home" role

   Staff Home ▲
   Professor Home
   Student Home

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.*

   Spring Semester ...  🔍
   Quick Search

   Nook Fairbanks
   **Nook Fairbanks**
   **(\*5441)** (student)
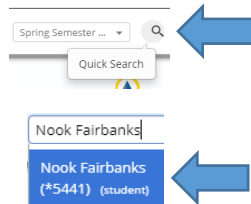
3. Once in the student profile, click on "Class Info"

   Overview | Success Progress | History | 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

   Classes This Term
   Actions ▲
   Send Message to Professor
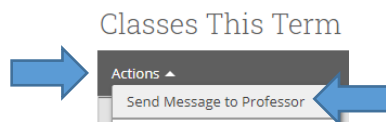
6. You can add assigned staff (assigned advisors) to this email communication.

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".
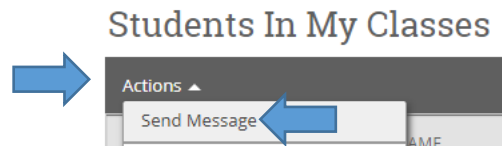
# E-mail

## Message Students From Professor Home

1. Go to your "Professor Home" role

   Professor Home
   
   Staff Home
   Student Home

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

   Students I
   
   Actions ▾
   
   INDEX
   
   ☑ 1
   
   ☑ 2

3. Click on "Actions"
4. Click "Send Message"

   Students In My Classes
   
   Actions ▲
   
   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.

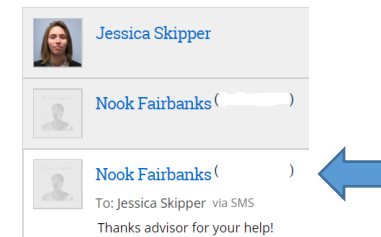1. Go to your "Staff Home" role or "Professor Home" role

   Staff Home ▲
   
   Professor Home
   Student Home
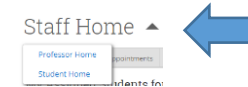
2. Click on "Conversations" (left-side panel) or messages (top of page)

   ✉ Conversations    **OR**    ✉ 1

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

   Message Details
   
   Jessica Skipper
   
   Nook Fairbanks (          )
   
   Nook Fairbanks (          )
   To: Jessica Skipper  via SMS
   Thanks advisor for your help!

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

   04/13/2020    ↩
   
   Reply to Sender

NANOOK NAVIGATOR