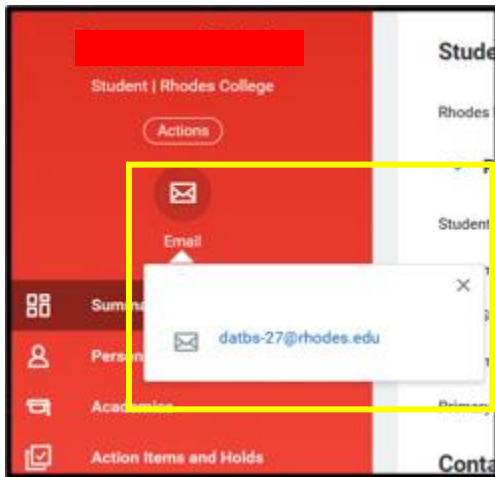


How to Email your Advisees Using Workday

1. Start by logging into Workday and accessing your list of advisees.
2. Once your advisee list is displayed, click on the student's name to display their profile page.
3. From the student's profile page, click on the email icon. You will then see the student's email address displayed.



4. Copy the email address on to the "To" field of your email message. You can also click on the email address to open the email window and login to your email account from Workday.