

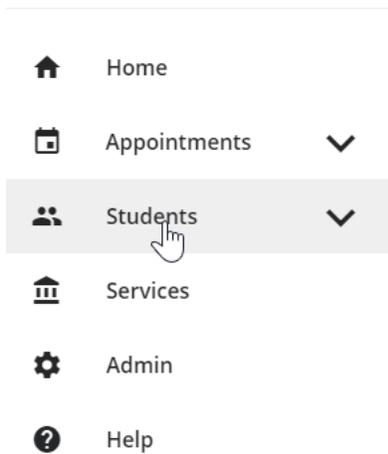
# Emailing your Major Advisees using FlyerSuccess

Log in to [FlyerSuccess](#)

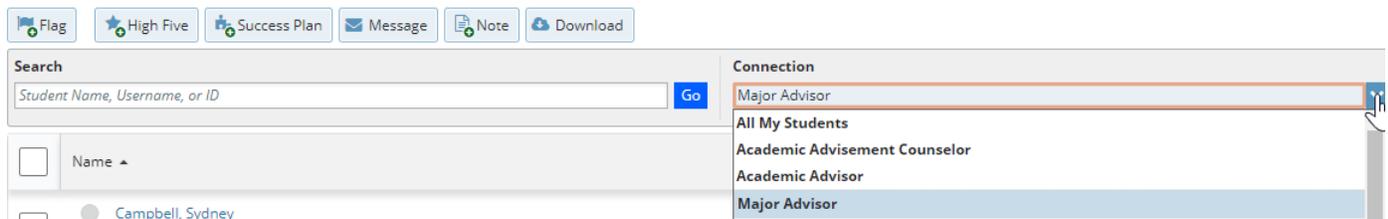
Click on the “hamburger menu icon” (three horizontal lines) in the upper left corner.



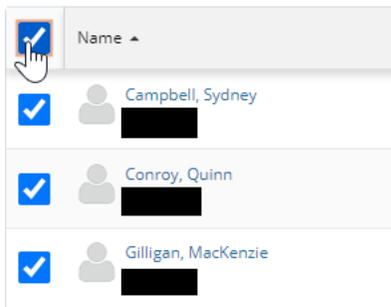
Click on Students.



From the Connection drop-down menu, select Major Advisor.

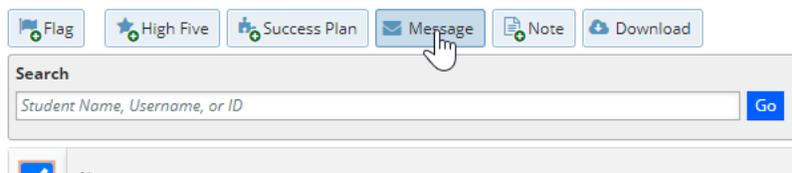


Your list of major advisees will appear. Click on the box above their names to select all of your students.



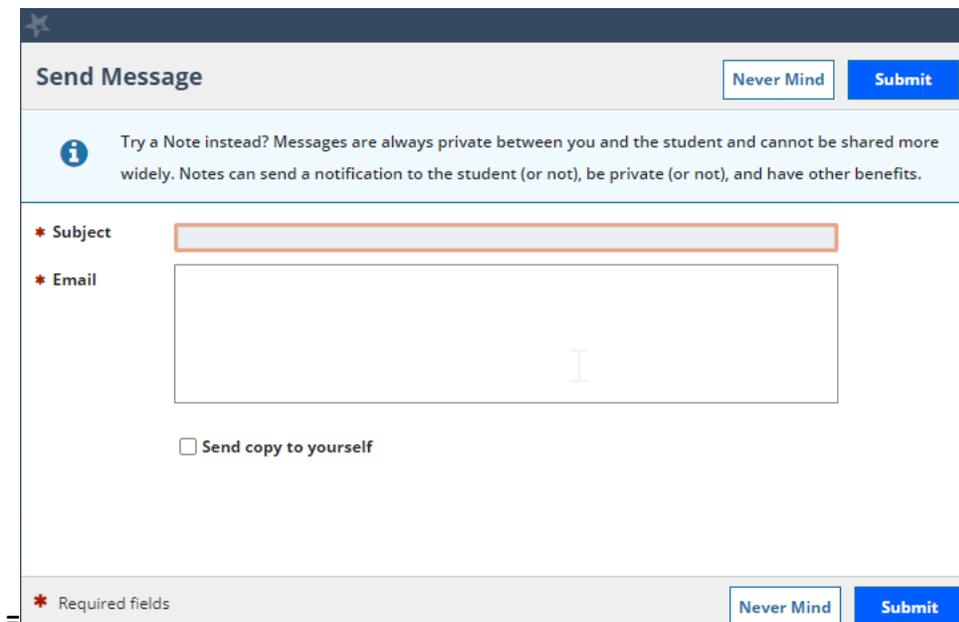
A screenshot of a web interface showing a list of students. At the top, there is a header with a blue checkmark icon and the text "Name". Below this, three student entries are visible, each with a blue checkmark icon to its left and a grey person icon to its right. The names are "Campbell, Sydney", "Conroy, Quinn", and "Gilligan, MacKenzie". The last name "Gilligan, MacKenzie" is partially obscured by a black redaction box.

Click on the Message button.



A screenshot of a toolbar with several buttons: "Flag", "High Five", "Success Plan", "Message", "Note", and "Download". The "Message" button, which has an envelope icon, is highlighted with a mouse cursor. Below the toolbar is a search bar with the placeholder text "Student Name, Username, or ID" and a "Go" button.

Type your message in the Send Message window and click the Submit button.



A screenshot of a "Send Message" dialog window. The title bar says "Send Message" and there are "Never Mind" and "Submit" buttons in the top right. Below the title bar is an information message: "Try a Note instead? Messages are always private between you and the student and cannot be shared more widely. Notes can send a notification to the student (or not), be private (or not), and have other benefits." The main area contains two required fields: "\* Subject" and "\* Email". The "Subject" field is a single-line text input, and the "Email" field is a larger multi-line text area. Below these fields is a checkbox labeled "Send copy to yourself". At the bottom left, there is a legend: "\* Required fields". At the bottom right, there are "Never Mind" and "Submit" buttons.