

## **My.Wartburg...** *Tips to make your teaching life easier!*

### **Send an E-mail to a Student's Advisor**

#### *Quick & Simple Description:*

Click on the **Academics** Tab

Click on **Faculty Course Control**

Check to verify you are in the correct Term

Next to the class choose **Class List** under *[Go Directly To]*

To the right of the student name is their advisor and e-mail

Click on the envelope under the Advisor Name

Enter a Subject, message, and click **Send** when finished