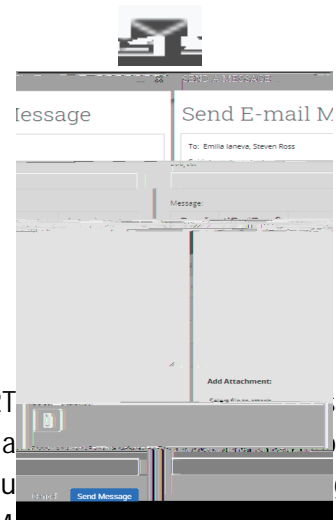


Messaging

The Bay Advisor allows you to easily send email messages to members of your Success Team or teaching faculty. The email features in Bay Advisor are connected to your horizon email account, so any responses to messages sent through Bay Advisor go to your regular student email.

To message an individual advisor or faculty member:

1. Scroll down to your "Success Team" window
2. Select the small dark envelope below the person to email
3. A3.message to be sent.



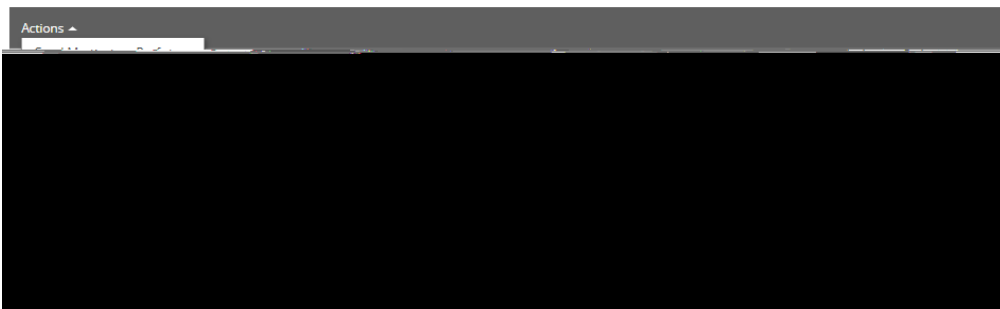
To message all your faculty at once:

1. On your main page select the faculty you wish to message (e.g. BTc 2T)
2. This will open a pop-up window with all of your faculty names and in your message box.
3. This will open a pop-up window with all of your faculty names and in your message box.
4. Be sure to include the subject of your message.
5. Select "Send Message" at the bottom when you are ready for your faculty.

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Class Information Reports Calendar

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Important Note: If you are a student employee, you will want to make sure your primary email address is your CSUEB Horizon account. To make that change, you must go to MyCSUEB.