**J1 Quick Guide**

**How to Email Students in J1**

Using your SSU credentials, log in to J1 Web https://j1web.shawnee.edu/J1Web

**STEP 1:** After accessing your advising hub, click the “list” icon (circled in red)

**STEP 2:** After clicking the list icon, you’ll see your advisees in a list; select student(s) to email. You can click “all” if you want to send email to all advisees.
STEP 3: Once you select advisee(s) to email, the OPTIONS button (circled in yellow) will be ready; click and select “email selected advisees”

STEP 4: The email tool will populate. There is a 500 character limit in the “description” box; advising attachments are optional. “Send Email” button will activate when Subject line and Description box are filled. Click “send email” after completing your message (circled in red).
Email Selected Advisees

Required *

Send a separate but identical email to:

Personalized Greeting

If you provide a personalized greeting, each recipient’s name is automatically added to the greeting. If a personalized greeting is not provided, only Subject and Description are sent.

Subject *

Description *

Attach to Email

- Attach Academic plan PDF
- Goals PDF
- Link to Advising Worksheet in campus portal
- Link to Unofficial Transcript in campus portal

Send email