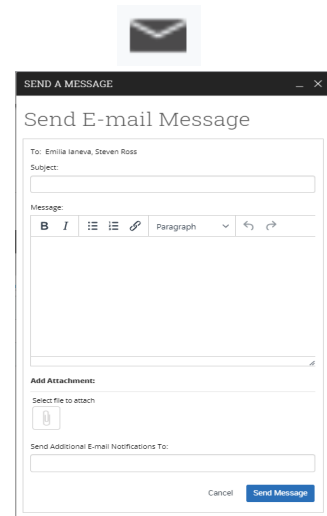


## Messaging

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. A "Send E-mail Message" box will pop-up, fill out your message, be sure to include a subject to your message and in your message your name and NetID.
4. Select "Send Message" at the bottom when you are ready for your message to be sent.



### To message all your faculty at once:

1. On your main page select the faculty you wish to message by checking the left side box next to the course. If you want to select all, click the box at the top of the list.
2. Once selected, go to Actions -> Send Message to Professor.
3. This will open a "Send E-mail Message" box with all of your faculty listed in the To: line.
4. Be sure to include a subject to your message and in your message include your name and NetID.
5. Select "Send Message" at the bottom when you are ready for your message to be sent to all of your faculty.

## Student Home

Class Information Reports Calendar

### Classes This Term

Actions		
	PROFESSOR	DAYS/TIMES
<input type="checkbox"/>	ES-384-03-DIS Interracial Sex and Marriage	<a href="#">Steven Cleveland</a>
<input checked="" type="checkbox"/>	PSYC-386-02-LEC Stress & Coping	<a href="#">Steven Ross</a> T 6:00p-9:00p PST Science Building-S204
<input type="checkbox"/>	SOC-320-02-LEC Social Inequalities	<a href="#">Vibha Puri</a> M 6:00p-9:45p PST Meiklejohn Hall-4107
<input checked="" type="checkbox"/>	SOC-340-02-LEC Sociology of Gender	<a href="#">Emilia laneva</a> TR 3:15p-4:55p PST Meiklejohn Hall-2038

**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.