CREATING AN EMAIL DISTRIBUTION LIST FOR ADVISEES RECEIVING AN EARLY WARNING NOTICE

1. Log in to Campus Cruiser. Click on the “Address Book” link on the left-hand side of the “My Cruiser” page:

   ![Image of Campus Cruiser interface with Address Book highlighted]

2. On the “My Address Book” page, click on the “New List” button toward the top of the page:

   ![Image of My Address Book interface with New List button highlighted]
3. The “Contact List Detail” page will be displayed. In the “List Name” field, type in a descriptive name for the address list you will be creating (ex: SP/08 Advisees With Early Warning):

4. Leaving the “contact List Detail” page active, open up the Excel spreadsheet that contains your advisees’ email addresses:
5. Copy the email addresses to the clipboard.
   a. To copy the email addresses, left click on the first address and drag the mouse to the end of the list, highlighting all of the addresses.
   b. Click on “Edit” from the tool bar and then click on “Copy” from the drop-down menu.

6. Go back to the “Contact List Detail” page. Click on the “Enter Addresses in Bulk” button:
7. The “Enter Addresses” window will open:

8. Right click in the box where the addresses will appear. Select “Paste” from the menu that appears:
9. The addresses that you copied should now appear in the box:

![Enter Addresses](https://prod.campuscruiser.com/EnterAd...)

You can use this area to enter a series of addresses. You can either type in the address or you can paste in the information from some other application. Each address should be separated by a semi-colon (;).

When you're done, press the Done button to continue.

![Done and Cancel buttons](https://prod.campuscruiser.com/EnterAd...)

10. Insert a semi-colon (;) at the end of each of the addresses:

![Enter Addresses](https://prod.campuscruiser.com/EnterAd...)

You can use this area to enter a series of addresses. You can either type in the address or you can paste in the information from some other application. Each address should be separated by a semi-colon (;).

When you're done, press the Done button to continue.

![Done and Cancel buttons](https://prod.campuscruiser.com/EnterAd...)
11. Click the “Done” button after you insert the last semi-colon. You will be returned to the “Contact List Detail” page. The addresses that you copied and pasted from the Excel spreadsheet should be visible in the box; however, the semi-colons that you entered will not be visible.

12. Click the “Save” button.

13. The distribution list that you have created will now appear under “Contacts” on the “My Address Book” page:
14. To send one email to your warned advisees without revealing all student names to each advisee, send the email to yourself and insert the distribution list you just created in the "BCC" (blind carbon copy) field in the email. To include the "BCC" field, click on the "Address Book" button.

15. The "Lookup E-mail Address" box will open. Select the distribution you just created (place a check mark to the left of the list name) and then click the "BCC" button. Close the "Lookup E-mail Address" Box.
16. The distribution list will appear in the “BCC” field. Type your email address in the “To” field. If you would like to be notified when the email has been read, select the “Request Receipt” box. Once you compose send the email, each advisee will receive the email without the addresses of the other advisees being revealed.

TO: TCross@middlesexccc.edu
BCC: [1776680105/08 Advisees With Early Warning]
Subject: Early Warning Notice

Dear Advisee,

As your academic advisor, I have been notified that you have received an early warning notice from an instructor in one or more of your classes. This notice is used to alert you to potential problems regarding your attendance, grades, class participation, or class preparation early enough in the semester so that problems can be discussed and corrected.

It is very important that you contact me as soon as possible to discuss any problems you may be having that are affecting your academic progress. I can provide you with resources on campus to help you both academically and personally.

I am very interested in your success at Middlesex County College and am here to assist you.

Please contact me by phone (732-906-2596), email TCross@middlesexccc.edu or...