Emailing Advisees

The section below provides instructions for faculty members to email their advisees.

Option 1: Student Advising Profile

> ⓘ In order to use this method, you must have your computer setup to handle email links. See the instructions found here: Configuring mailto

> ⚠ This option lists all advisees, along with their default email. It's possible graduated students will appear on this list, along with their personal email address. Visually verify the students listed, along with their emails.

1. Login to KnightWeb via the KnightWeb tile in https://my.geneseo.edu

   KnightWeb

2. Click on the "Faculty Services" menu option.

   Faculty Services

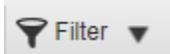3. Click on the "Advisor Menu" option.

   Advisor Menu

4. Click on the "Student Advising Profile" menu option

   ■ Student Advising Profile

5. Click the "View My Advisee Listing" link

   View My Advisee Listing
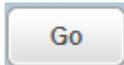
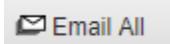6. If desired, click the "Filter" button in the upper right corner of the list of advisees.

   ▼ Filter ▾

   a. Update the filter fields as desired. For example:

Filter Records	
Advisor Holds ▾	Is true ▾

   b. Click the "Go" button.

      Go

7. Click the "Email All" button near the top right of the list of students.

   ✉ Email All

8. A popup window should appear, allowing you to send an email through your email client (Thunderbird, Gmail (Chrome), etc).

> ⚠ You may need to enable popups from knightweb.geneseo.edu. A warning should appear if there is a problem.
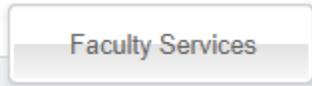
Option 2: Faculty Advisee Export

This option allows you to copy and paste email addresses.

1. Login to KnightWeb via the KnightWeb tile in https://my.geneseo.edu

2. Click on the "Faculty Services" menu option.

3. Click on the "Advisor Menu" option.

4. Click on the "Faculty Advisee Export" option.

   ■ Faculty Advisee Export

5. Login using your Geneseo username and password

6. If desired, filter the list to only include students with a certain type of hold. For example:

   ☑ Only list students with a [Advisement Hold (see advisor) ▼] hold

7. Click the "Get Email" button.

8. Copy the email addresses and paste them into the "BCC" (Blind Carbon Copy) field in your email client.
9. Click on the "Done" button.

10. You may also extract the list of advisees to Excel by clicking the gear icon in the lower right corner of the student list on the main page. Select "Export All to CSV". The file should then download to your computer.

Related articles

- [Custom Class Roster](#)
- [Emailing Advisees](#)
- [KnightWeb FAQ](#)
- [KnightWeb for Faculty and Advisors](#)
- [KnightWeb Grade Entry](#)
- [KnightWeb Registration](#)
- [Set Expected Graduation Date](#)
- [Spreadsheet Merge Utility](#)
- [Unofficial Transcripts](#)

More Help

For questions, contact the CIT HelpDesk by calling (585) 245-5588, or visiting our [online service desk](#).