

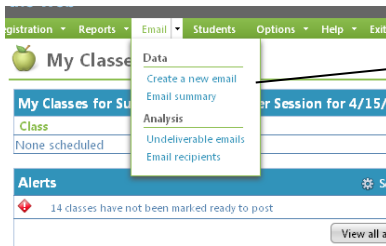
Faculty Access for the Web

Send Email in Faculty Access for the Web

In Faculty Access for the Web (faculty.hnu.edu/FAWeb7/forms/login.aspx?), instructors can send emails to students in their classes. Advisors can send emails to advisees.

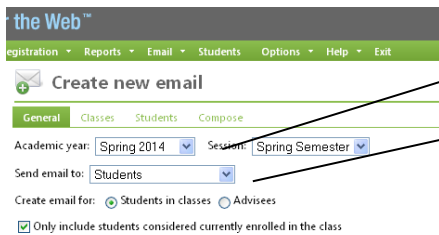
Compose Emails

- 1) To send an email to **Students**, from the navigation bar, under “Emails”, click “Create a new email”.



Under “Emails” at the top of the screen, click “Create a new email”.

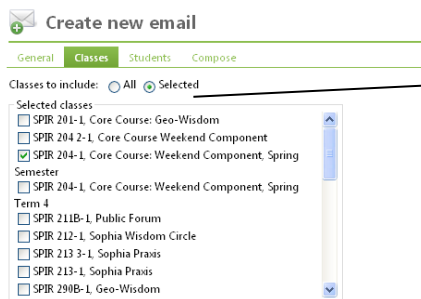
- 2) Under the “**General**” tab, select which academic year and session for the students to include. Then select to Send email to “Students”. You can also select to include only students currently enrolled in the class.



First, make sure the correct academic year and session is selected.

Second, make sure “Students” from the drop-down menu and “Students in classes” are selected. If you want to include only students currently enrolled in the class, make sure that is checked off.

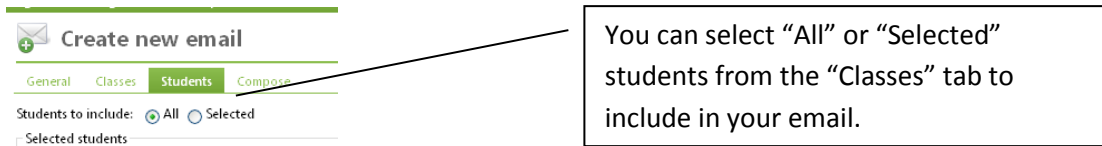
- 3) Under the “**Classes**” tab, select to include all or selected classes for the students to include. The classes available for you to select are based on your academic year and session selections in the “General” section.



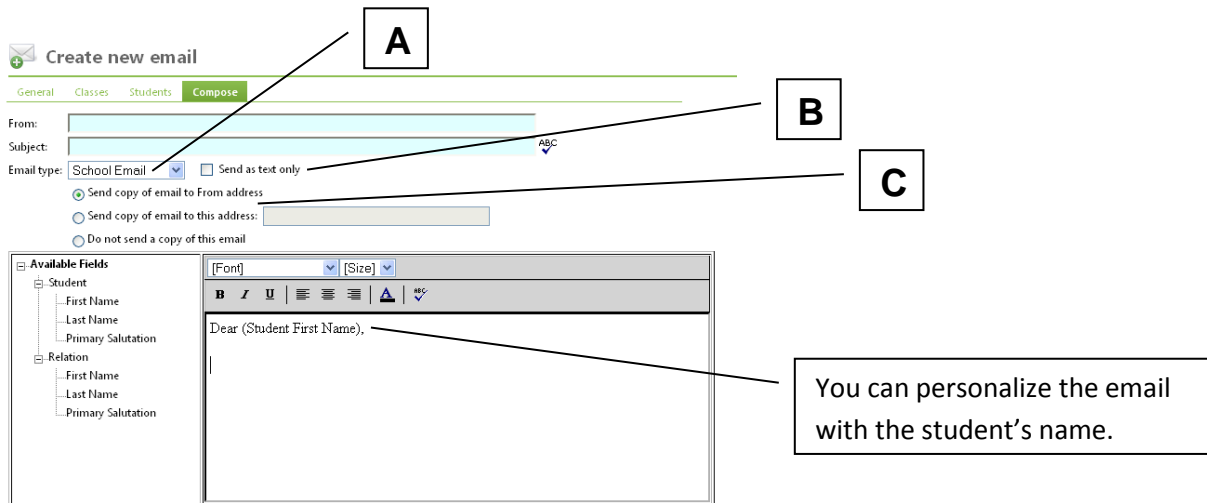
Select to include all or selected classes for the students to include.

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- 4) Under the “**Students**” tab, select to include all or selected students on the email.



- 5) Under the “**Compose**” tab, write your email and include your HNU email address, a clear subject line, and your email message.
- In the “Email Type” field, select “**School Email**”. All University communication needs to go to the students’ HNU email account.
 - If you do not want to send an html message, you can send the email as text only. Use this option if you think most recipients’ email client cannot read an html message.
 - Before you send the email, you can select to 1) Send copy of email to From address, or 2) Send copy of email to this address, or 3) Do not send a copy of this email.

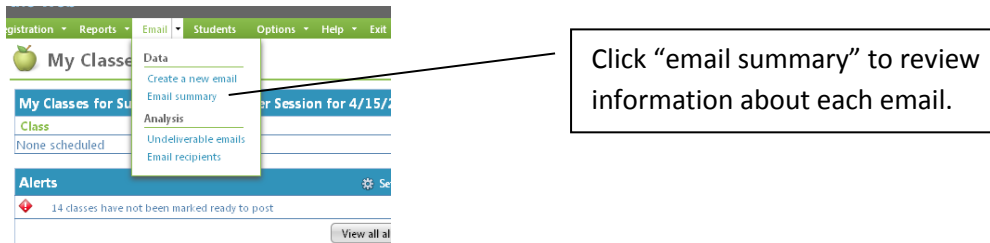


When you compose your email, you can insert fields from Hawk’s Edge. For example, enter “Dear” then include “(Student First Name)” “(Student Last Name).” The message is personalized on an individual basis with the student’s first name and last name, see example above. The process is similar to mail merge in your WORD program.

Faculty Access for the Web

Email Summary

To review information about each email you've sent, from the navigation bar, under "Emails", click "**Email summary**". For each email you can view statistics and delete sent emails.



Statistics refresh each time you access this page and include the following information:

- Number of Emails Sent – the number of emails generated and sent
- Number of Hard Bounces – the number of emails returned because of invalid email addresses
- Number of Soft Bounces – the number of emails returned due to mailboxes full or size restrictions
- Date and Time Submitted – the date and time the email was sent

Select a row to open and review the sent email, delete the email, or refresh the row for updated statistics.



You cannot un-send an email. When you delete an email, it no longer appears in your list.

Undeliverable Emails

To review emails not able to be delivered, from the navigation bar, under "Emails", click "Undeliverable emails". For each undeliverable email, you can review the email subject, email recipient, email address, type of bounce, and the failure message.

Email Recipients

To review the recipients of email you send, from the navigation bar, under "Emails", click "Email recipients".



If on the Email summary page, you delete a sent email, you can no longer review information about recipients for that email on the "Email recipients" page.

On the "Email recipients" page, to review the list of recipients who received an email, select the email in the "**Email subject**" field.