

Instructions for Sending Early Alert Policy Notice via E-mail

1. Type the instructor's e-mail address, phone number, name, and position in the highlighted areas in the **Early Alert Policy** attached to this e-mail. Save the document.
2. Copy the Early Alert Policy by clicking "select" and "select all" respectively which are located on the far right of the home tab in Microsoft Word 2007. Your document should become highlighted.
3. Click "copy" which is located on the far left of the home tab in Microsoft Word 2007 to copy the document.
4. In your e-mail account, click "new" and type the student's e-mail address and the subject of the e-mail. In the CC line, type your administrative assistant's e-mail address so that a record can be kept of this notification. If your department does not have an administrative assistant, then you—the instructor of record—will be responsible for keeping records of these notifications.
5. In the body of the e-mail, click "paste" which is an icon that looks like a clipboard and a piece of paper. The Early Alert document will become visible.
6. Type the student's name in the highlighted area of the document at the beginning of the letter and click "send."
7. Repeat steps 4-6 for each additional students.