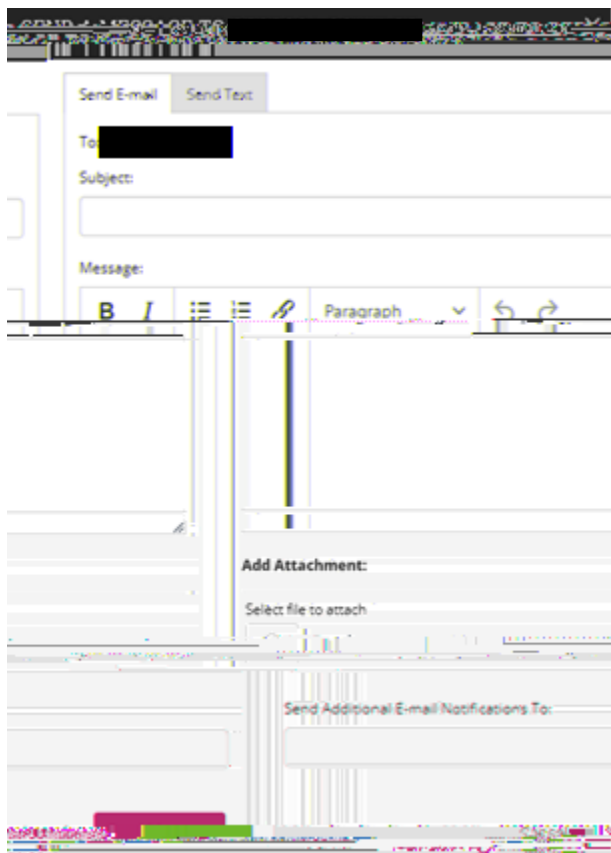


Campus Connect provides only professional staff and faculty users the ability to communicate with students by email and text messaging.

If you are wanting to send an email or text message to one individual student, you must first go to that student's profile. On the student's profile to the right, you can select the link . Upon doing so, the message box will populate for you to begin your message.



In the message box, you can select to or . If you choose to send an e-mail, you will then select the Subject line of the message and enter the content of the email in the message box. The platform provides the feature of being able to change text font, as well as add file attachments.

If you want a copy of the email to be sent to another person for their reference, you can add their contact information in the

box.

Once you are ready to send your e-mail message, you will select

If you want to send a text message to the student, you will select the tab at the top of the message box. When sending a text, you are only allotted

