

XML2: Sending Email to a Group

Sign on to Colleague/Datatel as you normally would. Access the XML2 screen by entering the mnemonic in the Quick Access text box on the top left of the menu bar. Press the Go button or the enter key on your keyboard.

Fill in the XML2 form as follows:

XML2-E-Mail Information

E-Mail Type: CC HAWKMAIL EMAIL ADDRESSES

Savedlist: TERRI.STUDENTS

Name: Terri Rogal

Address: trogal@hawkmail.hccfl.e

From Email Address: [Empty]

Reply To Email Address: [Empty]

Subject Line: FAC Faculty Announcement

Message: 1 Class meeting times have changed to 9-11 am

Save Copy: Yes

ncement | Faculty Announcement

FAC	Faculty Announcement
SC	Sample Code
HR	HR Announcement
ST	HCC Student Announcement
HRC	Emplymt Contract Received
HRC1	Emplymt Contract Reminder
HRC2	Overdue Emplymt Contract
HRT	HR Training Announcement
FA	Financial Aid Notice
PR	President's Announcement
RG	Registrar Message
AR	Student Account Notice
TX	Important Tax Information
WN	Notice of Withdrawal
VA	Veterans

1. Fill in the E-mail type with the "CC Hawkmail..." as shown above.
2. Enter the name of your saved list of students in a section
3. Create a saved list of individual students using the SLC screen, or
4. Create a saved list of students in a section by using XMIS
 - o Yes (agreement)
 - o 1 (MIS)
 - o 1 (Students)
 - o 1 (STU –Student Saved List Builders)
 - o 3 (Students in a particular course section)
5. Then answer the statements below:
 - o Name for new STU list
 - o Term
 - o Synonym (Section Number)
 - o Enter (system scans for information) then displays students and creates the saved list with your first initial and last name before the name you chose for the saved list.

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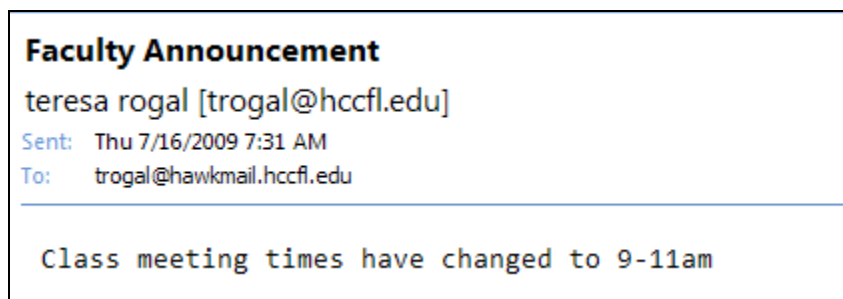
Enter name for new STU saved list ([Enter] to cancel).
: 
Enter term...: 09/SU
Enter synonym: 

Scanning COURSE.SECTIONS...
Scanning STUDENT.COURSE.SEC...

  ##.  Name.....  ID.....
  1.    
  2.    

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- Or, if you do not have very many students, you may enter the individual IDs of students in the Person text fields on the XML2 screen (their email address will display when you tab out of the field)
- A copy may be saved by entering a <Y> in the Save Copy field.
- Click the Save icon and the system process your request
- Click Update in the Alert box to continue
- The system sends your message



This is a screenshot of the email sent from the XML2 screen immediately.