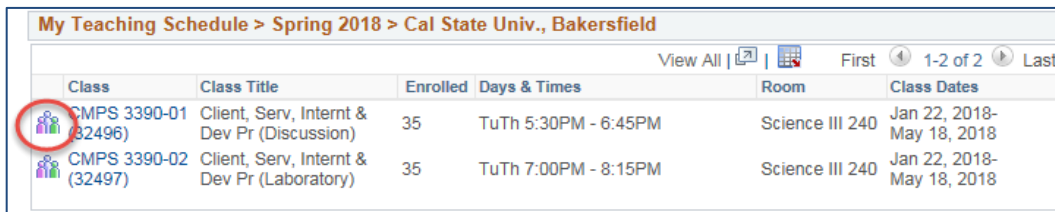




Emailing a Group from the Class Roster

You can email a group of selected students by clicking Email Selected Students button. Your default mail client will open and the selected student email addresses will appear in the BCC box. The steps below will guide you through this process.

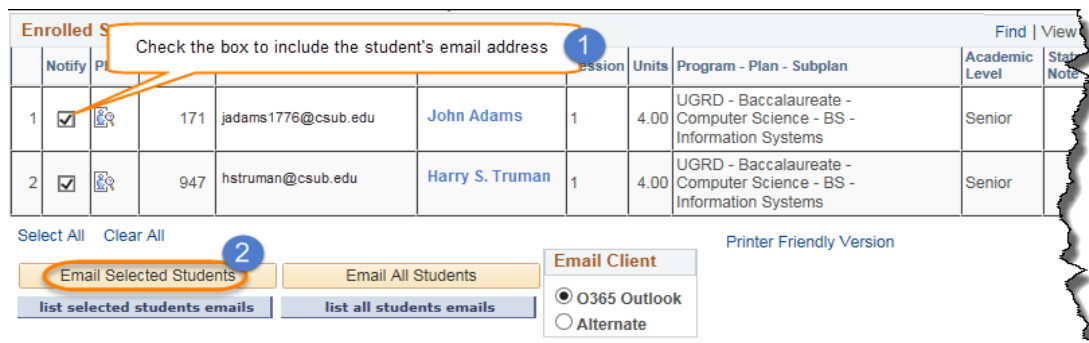
1. From the Faculty Center, click the  next to the desired class section.



Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 CMPS 3390-01 (32496)	Client, Serv, Internt & Dev Pr (Discussion)	35	TuTh 5:30PM - 6:45PM	Science III 240	Jan 22, 2018- May 18, 2018
 CMPS 3390-02 (32497)	Client, Serv, Internt & Dev Pr (Laboratory)	35	TuTh 7:00PM - 8:15PM	Science III 240	Jan 22, 2018- May 18, 2018

2. When your class roster opens,

- Click the checkbox beside each student you want to email.
- Click **Email Selected Students**



Enrolled S	Notify	Pl	Session	Units	Program - Plan - Subplan	Academic Level	Stat Note	
1	<input checked="" type="checkbox"/>	171	jadams1776@csub.edu	John Adams	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior
2	<input checked="" type="checkbox"/>	947	hstruman@csub.edu	Harry S. Truman	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior

Select All Clear All

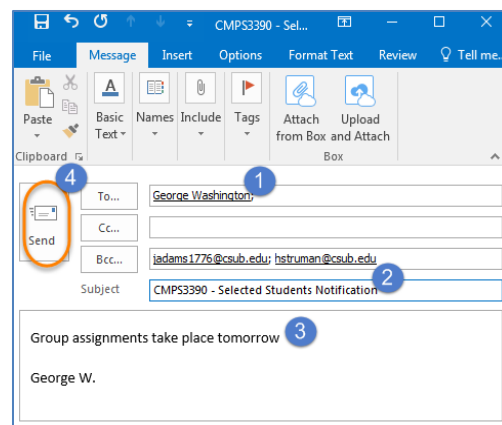
Email Selected Students Email All Students

list selected students emails list all students emails

Email Client
 O365 Outlook
 Alternate

3. Depending on your web browser configuration, your default mail client will open with the student email addresses in the BCC field. To complete the email:

- Enter a name in the To box, such as your own name
- Change the Subject
- Type your Message text
- Add an Attachment if desired, and
- Click Send.



If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.