How do I email a class of over 100 students from the Class List?

1. On the Class List, select all students in a course by checking the top checkbox above the students’ pictures.
2. Next, click the Envelope icon next to the Search field.

3. The Email All dialogue box will appear on the screen.

4. The faculty member will next need to click on each email message link. After selecting each link, a new email message window should open in the faculty member’s email client, such as Outlook. Each email message will populate a maximum of 100 students. For example, for a class of 190 students, Email Message 1 will open and have 100 students’ emails in the “To” field, and Email Message 2 will open and have 90 students’ emails in the “To” field. The faculty member can then send both emails.