

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.

The screenshot shows the 'Class List' interface for 'Principles of Accounting I - ACCT 2101 0'. The course information includes CRN: 13213 and Duration: 08/18/2021 - 12/07/2021. The enrollment counts table is as follows:

	Maximum	Actual	Remaining
Enrollment	300	190	110
Wait List	999	0	999
Cross List	0	0	0

The interface also shows a 'Summary Class List' table with columns for Student Name, ID, Registration Status, Level, Credit Hours, Midterm, Final, and Class. A red box labeled '1.' highlights the top checkbox, and another red box labeled '2.' highlights the envelope icon next to the search field.

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

The 'Email All' dialog box contains the following text:

Your selection of students exceeds the number of recipients allowed per email message. Select each email link below to enter your mail content and to send.

Email Message 1
Email Message 2

Buttons: Cancel, Finished

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.