Class Emailing Instructions

Note: While this feature has been available for some time, it has required me to set it up on each faculty member's page manually when I add their faculty website permissions...**now it is available immediately to any faculty member that logs in**.

Steps to get to the My Courses area:

- 1. Go to http://faculty.imperial.edu (you can also get here by going to the main IVC website and going to Faculty & Staff | Faculty Websites)
- 2. Hover over the home button to see the login form
- 3. Login using your G# and PIN
- 4. Once you are logged in you'll see a My Courses link, go ahead and click on it.

Example:



paste the emails into the BCC field). If you are using a different webmail system that recognizes of the same steps as you would for OWA Webmail but using the Other textbox contents.

Emailing Your Students from the Staff Webmail

Here are the steps instructors can follow for emailing their classes using the Staff Webmail: <u>http://webmail.imperial.edu</u> if they are at home.

- 1. Get to the My Courses page (as detailed above):
- 2. Once on the page, you'll now see the 3 email class options (shown in the image above).
- **3.** Since we're going to be using the Staff Webmail in this case, we'll be focusing on the textbox to the right of where it says **OWA Webmail**
- **4.** Place your mouse into the textbox, then you can highlight the entire text using either the mouse, or by using the Ctrl+A keyboard shortcut
- 5. Once the entire text has been highlighted, you can right-click and select "Copy" or you can use the Ctrl+C keyboard shortcut
- 6. Open up your Staff Webmail if it isn't already open and start creating a new message:

C Untitled Message - Windows Internet Explorer	
Https://owa.imperial.edu/owa/?ae=Item&a=New&t=IPM.Note	a
🖅 Send 🛃 🕕 🕮 🍫 📍 🥾 🥙 🗸 😫 Options HTML 💌	0
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1 Cc	
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Omar Ramos Webmaster Imperial Valley College 760-355-6500	100% -
	4 ,100% ♥

7. Click on the **To:** field in order to bring up the Global Address List (which allows you to enter addresses into the Bcc: field)

8. Once you have that window open you can right-click and paste the addresses into the Bcc: field or you can use the Ctrl+V keyboard shortcut:

Address Book Webpage Dia	alog	A LOC AND	-	X	
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Address Book		8		 Help 	
🛄 Default Global Address List	٩	Aaron Edward	S		
III Rooms	Arrange by: Name - A on top	Contact	Alias	aaron.edwards	
Show other address lists &	Aaron Edwards		E-mail	aaron.edwards@imperial.edu	
	Philosophy, Humanities		Phone	760-355-6285	
Contacts	aaron.edwards@imperial.edu				
contacta	n Academic Senate	Information	Job title	Philosophy	
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O People	Academic Senate Exec Committee	Organization 🌣			
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See Contacts	S ACE SO CA NETWORK		Friday 8/19/2011	0:00 11:00 12.PM 1:00 2:00	
Create New Folder	Distribution List ACESOCANETWORK@imperial.edu		0.00 5.00 1	0.00 11.00 12.00	
	Active Faculty Web Sites		•		
	Distribution List				
	acuveracuitywebsites@impenal.edu				
	Items 1 to 50			•	
Message recipients:					
To ->					
00->					
Bcc -> kalcazar @mperial.edu;darebalo@mperial.edu;marmen20@mperial.edu;brisen1@mperial.edu;brisen1@mperial.edu;acro7@mperial.edu;acro73@mperial.edu;acro73@mperial.edu;du;dubase@mperial.edu;felix2@mperial.edu;ggarc114@mperial.edu;ggdlorer@mperial.edu;racro7@mperial.edu;sorne37@mperial.edu;sorne37@mperial.edu;du;dubase@mperial.edu;felix2@mperial.edu;ggarc114@mperial.edu;ggdlorer@mperial.edu;racro7@mperial.edu;sorne37@mperial.edu;dubara@mperial.edu;felix2@mperial.edu;fos1@mperial.edu;racro7@mperial.edu;ra					
				OK Cancel	

9. Once you've done that, just click on **OK** and you may continue writing your message to your students