

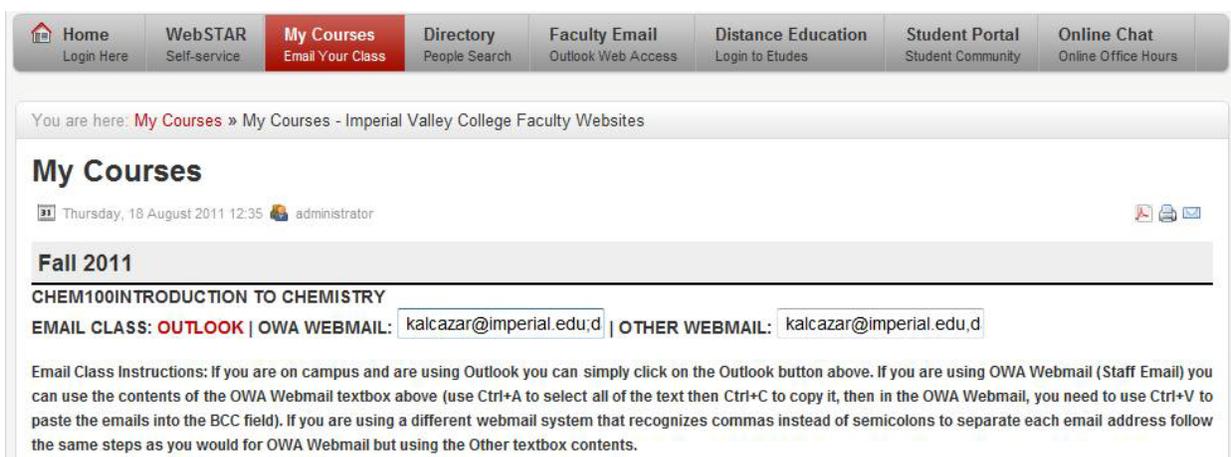
Class Emailing Instructions

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:



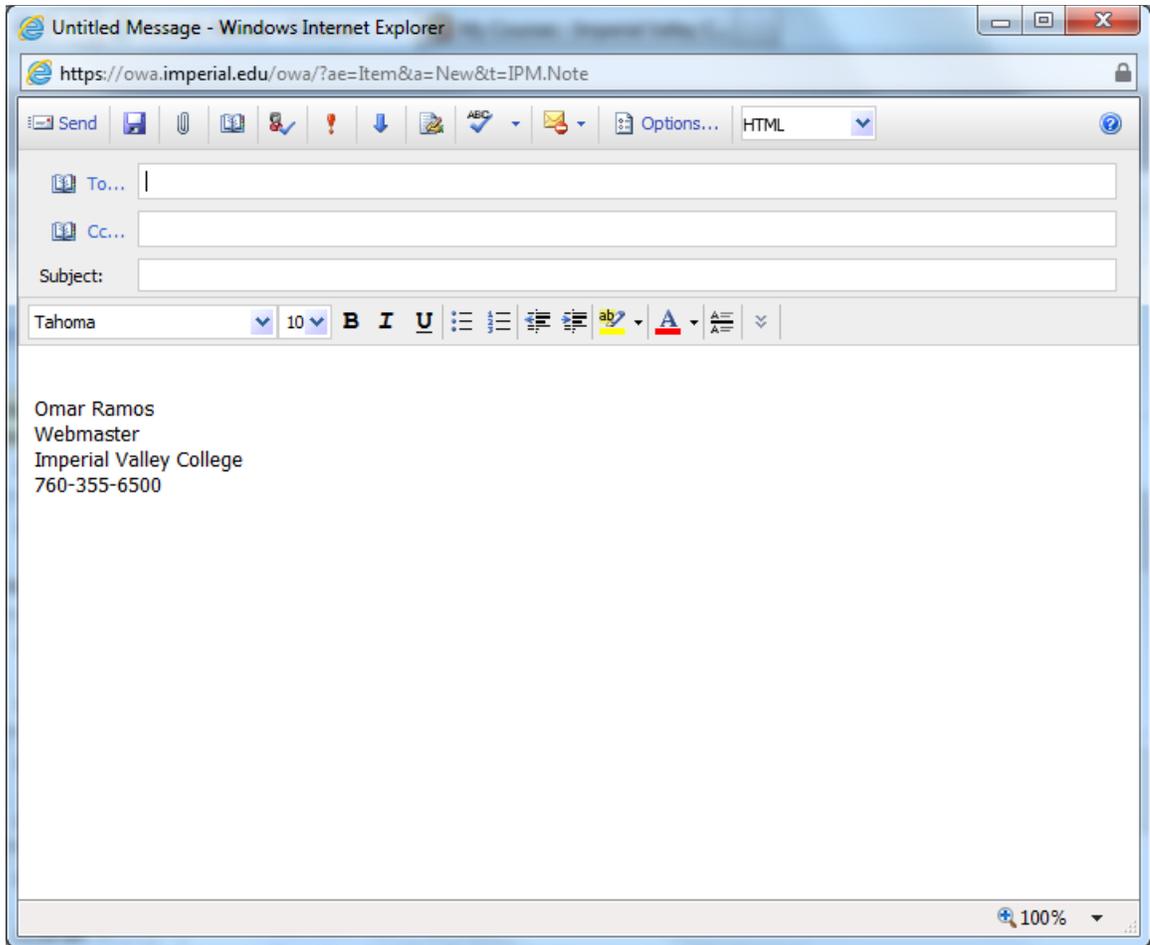
The screenshot shows a navigation menu at the top with buttons for Home, WebSTAR, My Courses, Directory, Faculty Email, Distance Education, Student Portal, and Online Chat. The 'My Courses' button is highlighted. Below the menu, the breadcrumb trail reads 'You are here: My Courses » My Courses - Imperial Valley College Faculty Websites'. The main heading is 'My Courses'. The page content includes a date and time stamp: 'Thursday, 18 August 2011 12:35' and a user name 'administrator'. A section titled 'Fall 2011' contains the course name 'CHEM100INTRODUCTION TO CHEMISTRY'. Below this, there are three email class options: 'EMAIL CLASS: OUTLOOK | OWA WEBMAIL: kalcazar@imperial.edu;d | OTHER WEBMAIL: kalcazar@imperial.edu,d'. At the bottom, there is a paragraph of instructions for using Outlook, OWA Webmail, and other webmail systems.

Emailing Your Students from the Staff Webmail

Here are the steps instructors can follow for emailing their classes using the Staff Webmail:

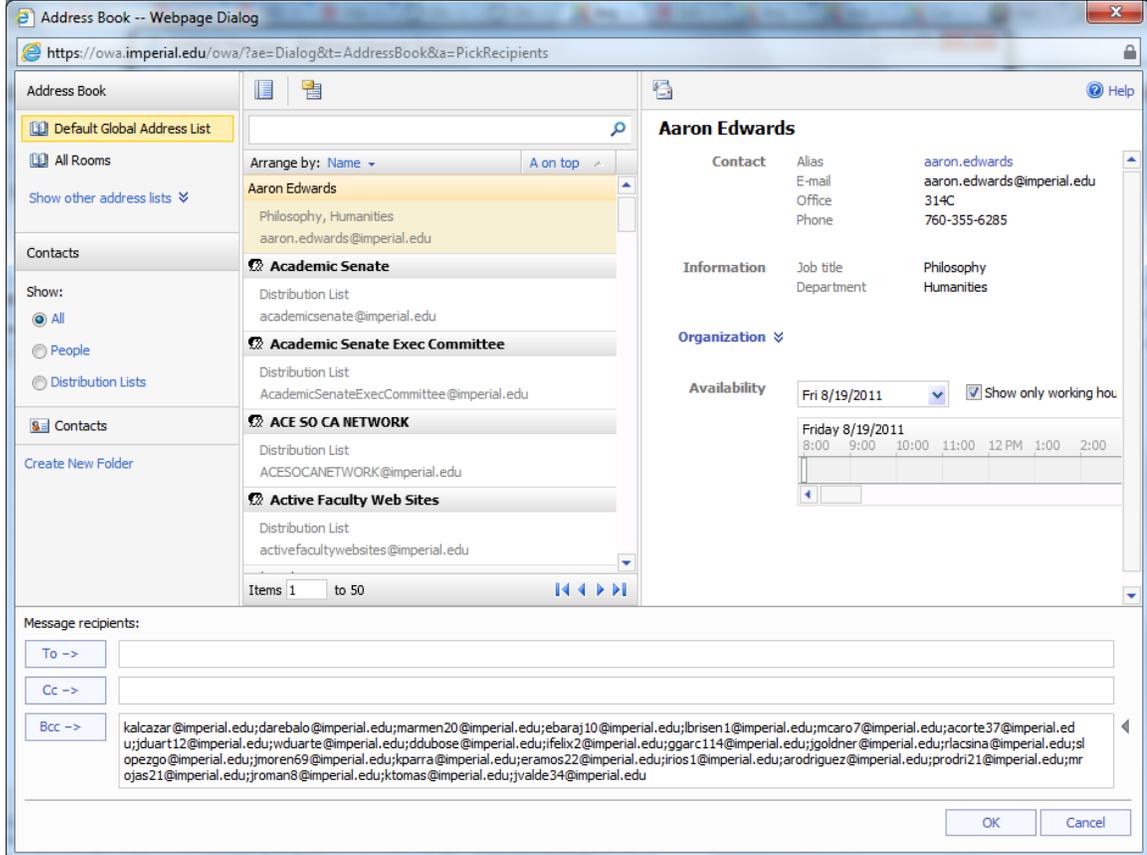
<http://webmail.imperial.edu> if they are at home.

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:



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)

- 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:



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