

How do I email my entire class?

There is an option to email the entire class in SSB. However, it has some problems. **If you choose to use the option in SSB, please note:**

- It will use your default email on the computer you are using to send the message to your students (if you are home, it will use your home email address. If you are using someone else's computer, it will use their default email program and address).
- It puts commas between the address rather than semi-colons, which Outlook typically uses by default. You will need to replace all of the commas with semi-colons.

Rather than use SSB, Open Outlook (connected to your campus email) and email your class from there. This is the easiest way to email your entire class.

1. Open **Outlook**
2. Compose a **new message**
3. In the "Send To" box, type the name of your course and section with NO SPACES.
Discipline, Course Number, Dash, Section Number, @tntech.edu

For example:

CSC1100-002@tntech.edu
ACCT2110-004@tntech.edu
BE1110-001@tntech.edu

4. Type your message and Send the message

NOTE: This email will go to student's Campus accounts (@tntech.edu). If they have their email forwarded, it will forward. If their email box is full, students will not receive the email.

This should be ready by the first week of classes. See this link for additional information about Email Distribution lists. <http://www.tntech.edu/its/pubs/html/EmailDist/EmailDistList.htm>

You may also use iLearn to send class emails, although the classlist is not as current as this method. Contact Lauren Neal or the Technology Institute to get started with iLearn. 372-3675