

Emailing a Student from the Class Roster

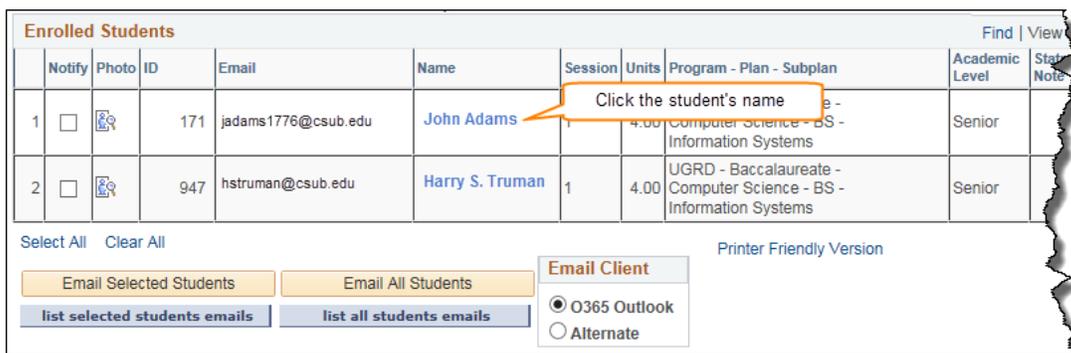
You can email a student by clicking their name. It will open your default mail client and automatically populate the To box with the student's email address. The steps below will guide you through this process.

1. From the Faculty Center, click the  next to the desired class section.



Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 CMPS 3390-01 (32496)	Client, Serv, Internt & Dev Pr (Discussion)	35	TuTh 5:30PM - 6:45PM	Science III 240	Jan 22, 2018-May 18, 2018
 CMPS 3390-02 (32497)	Client, Serv, Internt & Dev Pr (Laboratory)	35	TuTh 7:00PM - 8:15PM	Science III 240	Jan 22, 2018-May 18, 2018

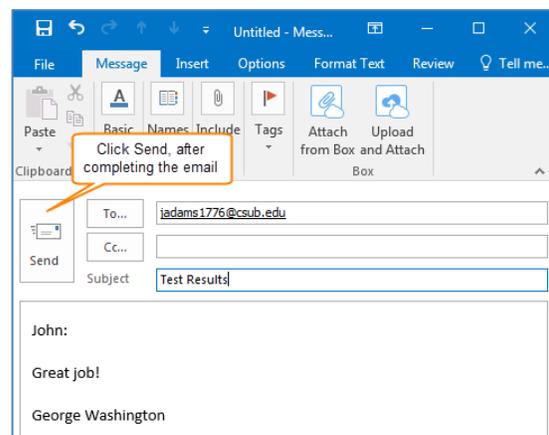
2. When your class roster opens, click the name of the student you want to email.



Notify	Photo	ID	Email	Name	Session	Units	Program - Plan - Subplan	Academic Level	Status
1		171	jadams1776@csub.edu	John Adams	1	4.00	Computer Science - BS - Information Systems	Senior	
2		947	hstruman@csub.edu	Harry S. Truman	1	4.00	UGRD - Baccalaureate - Computer Science - BS - Information Systems	Senior	

3. Depending on your web browser configuration, your default mail client will open with the student's email address in the To field. To complete the email:

- Enter your Subject
- Type your Message text
- Add an Attachment if desired, and
- Click Send.



If you need assistance configuring your default mail client, please contact the Help Desk at (661) 654-2307.