

How to Email Your Class List

Patriot Web provides an option for emailing all students in a class (using the Summary Class List) or all students on a wait list (using the Summary Wait List). This option will display a comma-separated list of Mason email addresses that can be copied and pasted into the recipient field of a message composed in your preferred e-mail program. It is highly recommended that you type your own email address in the To: field of your message, and paste the list of student email addresses into the Bcc: field (blind carbon copy). This eliminates the need for recipients to scroll through a lengthy list of addresses at the beginning of your message and will also protect the identity of students having a confidential indicator.

NOTE: Any student that has a confidential indicator must be treated with extreme care. Mason is legally obligated to ensure that this person's email address is not visible to anyone else. Email correspondence with students that have a confidential indicator must be sent either individually (not as part of a group) or as a blind carbon copy (Bcc).

1. Begin by displaying your Summary Class List (refer to the Quick Guide titled, "How to View Your Class List" for instructions on displaying your Summary Class List). Once you have displayed your class list, proceed to step 2.
2. To email an individual student, select the envelope icon at the far right of the student's name. A message window will open, addressed to that student.

NOTE: Refer to the Changing Your Default Email Client section of this document for instructions to enable use of the individual student email link.

3. To email the entire class, use the scroll bar on the far right of the screen to scroll down to the bottom of the class list. Select the **Display Email List** button located just below the last student on the roster. After a brief delay, the page will refresh and return to the top.
4. Scroll down again to the bottom of the class list. You will now see a separate box containing a list of email addresses for all students in the class.
5. Right-click in this box to display a pop-up menu, and choose **Select All**. This will highlight the entire list of addresses.
6. Right-click in the box again to display a pop-up menu, and select **Copy**.
7. Open your preferred email program and launch a new message window. Right-click in the Bcc: field to display a pop-up menu, and select **Paste**. In the To: field, enter your own email address. You may then compose and send your message as you normally would.

Changing Your Default Email Client

1. From the Tools menu on the IE menu bar, select **Internet Options**.
2. Select the **Programs** tab near the top of the Internet Options window.
3. Under Internet Programs, change the selected program for E-mail to reflect the email client you use.
4. Select the **Apply** button in the bottom corner to save this change
5. Select **OK** to close the window.

NOTE: If you require further assistance with your email setup, please call the ITU Support Center at (703) 993-8870.

Sending Blind Copies

To display the Bcc field in your email client, refer to the appropriate section below.

Netscape Messenger

In Netscape Messenger, select **Compose** on the toolbar to open a new message window. In the message window, click on the **To** field to display a drop-down list of delivery types and select **Bcc**.

Outlook Express

In Outlook Express, select **Create Mail** on the toolbar to open a new message window. In the message window, select the **View** menu, then select **All Headers**.

Outlook

In Outlook, select **New** on the toolbar to open a new message window. In the new message window, select the drop-down arrow to the immediate right of the Options tab on the toolbar. From the drop-down list, select **Bcc**.