Sending an Email to Your Class Using MyAccess

To email an individual student, click the envelope icon \[\text{\vinkletext{}}\] in the far right column.

To email all registered students:

1. Click on the **Display Email List** button at the bottom of your class list.

   ![Display Email List](image)

   A list of your students’ email addresses will appear.

   **Class List Email Listing**
   
   ***@student.georgetown.edu, ***@student.georgetown.edu, ***@student.georgetown.edu

2. Select the addresses using your mouse and choose **Copy** from the **Edit** menu of your Web browser.

3. Open a new email message in your email program (Microsoft Outlook, Georgetown Outlook Email Web Access, Apple Mail, Gmail, Yahoo, etc.) and choose **Paste** from the **Edit** menu.

4. Compose your message and click the **Send** button to send your message to registered students. Students on your Wait List will not be included.
Important instructions for Microsoft Outlook:

The Display Email List button will provide a list of your students’ email addresses separated by commas. Microsoft Outlook will not accept comma-separated email addresses by default. To email your class from Outlook, you will need to configure it to accept comma separators.

1. From your Inbox, choose Options from the Tools menu of Microsoft Outlook.
Click the **Email Options…** button.
2. Click the **Advanced Email Options**… button.
3. Check the box next to **Allow comma as address separator**.

You can now paste the email addresses into a new Outlook email message.