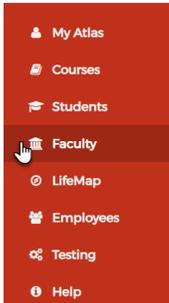


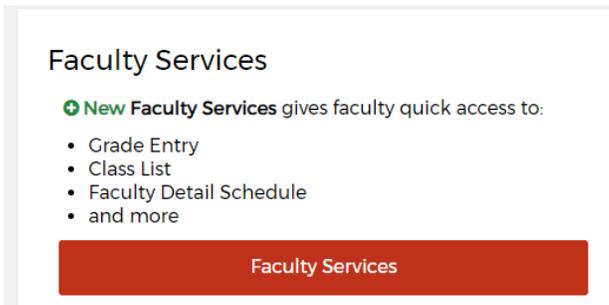
How to email students through Atlas

This document will explain how to email students through Atlas.

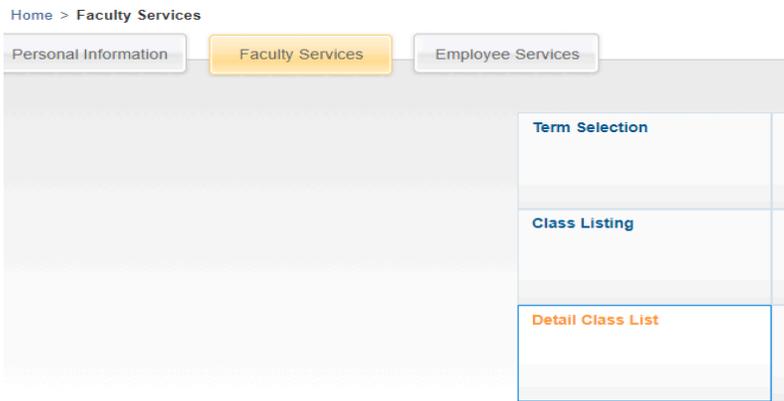
- 1) Go to the [Valencia College website](#).
- 2) Click Atlas Login at the top of the home page.
- 3) Click the Faculty tab on the Navigation bar at the side.



- 4) Click the **Faculty Services** button on the top right of the page.



- 5) In the Faculty Services box, click **Faculty Detail Schedule**.



6) **Select a Term** and click **Submit**.

 Select the Term for processing, then press the Submit Term button.

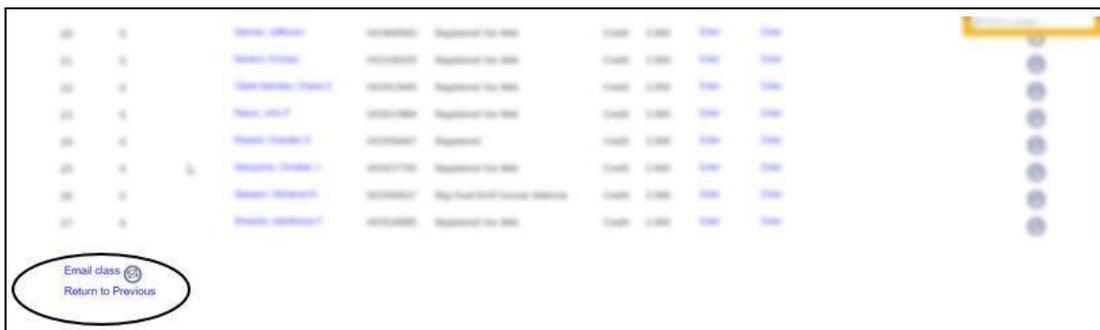
Select a Term: Summer 2018 Credit Courses ▾
Summer 2018 Credit Courses
Spring 2018 Credit Courses
Fall 2017 Credit Courses

7) Next to Rosters, click **CRN**.

 Please enter the CRN you wish to access, or [select a different term](#).

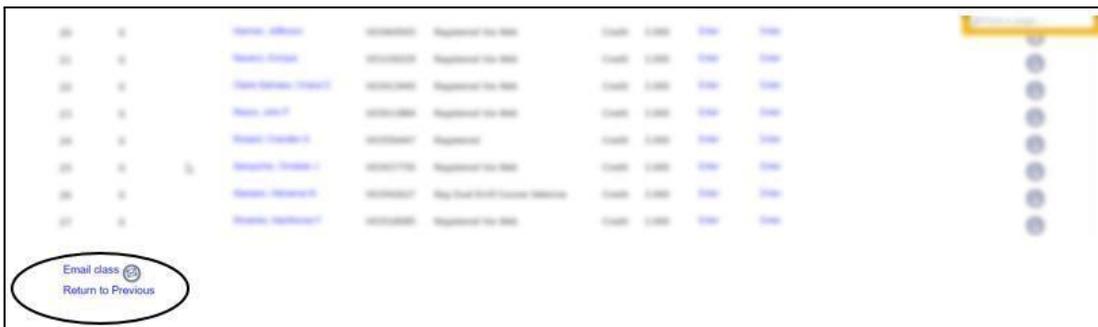
CRN: MAN 4162 W03: Customer Relations, 14281 (30) ▾

- 8) Scroll to the bottom of the page and click the **Email Class** button. If you have the Microsoft Outlook application on your computer set up to automatically open to your Valencia account, the application will open and these email addresses will populate in the address line, allowing you to send an email to your students. If Outlook does not open, proceed to the next step.

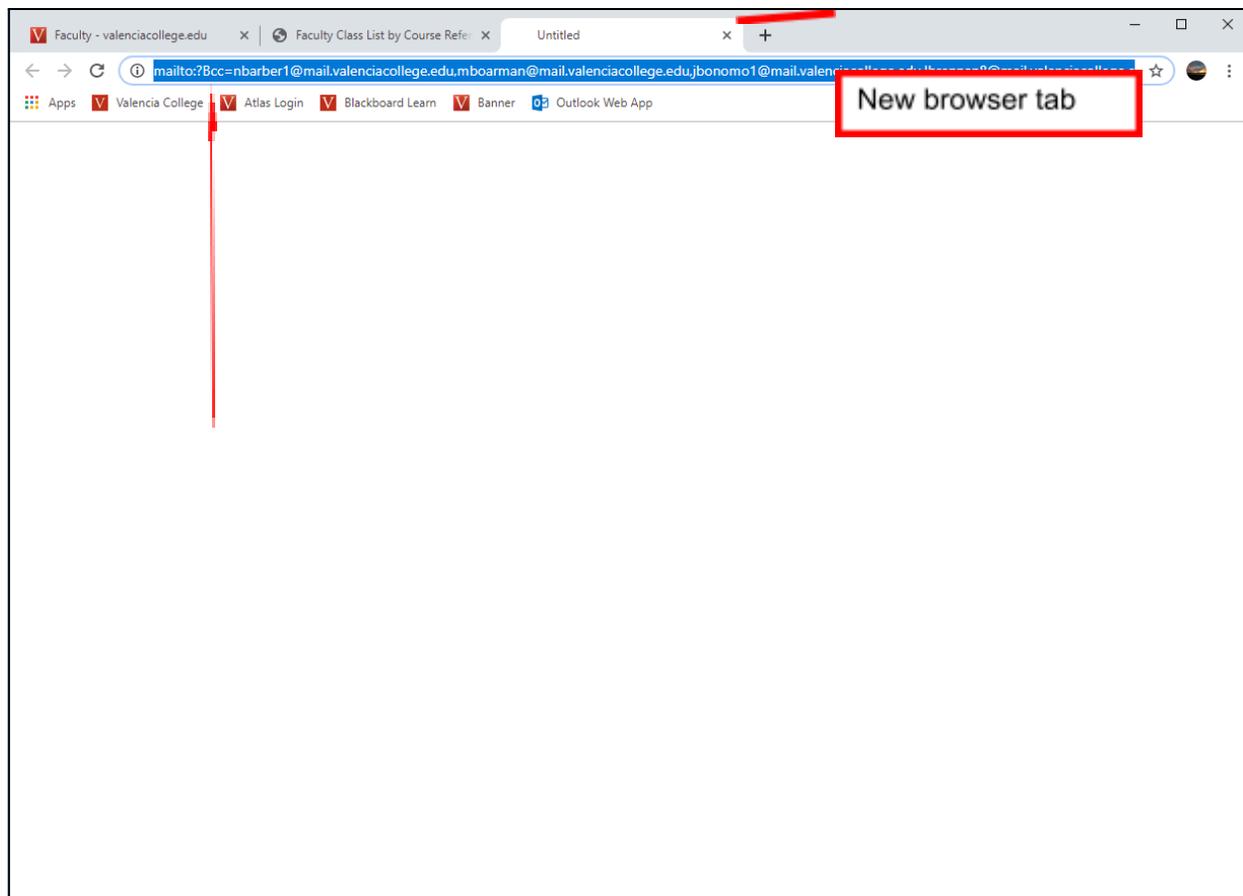


- 9) If you don't have the Microsoft Outlook application on your computer set up to automatically open to your Valencia account, you can use the Office 365 account to log into your email at <https://www.office.com/>.

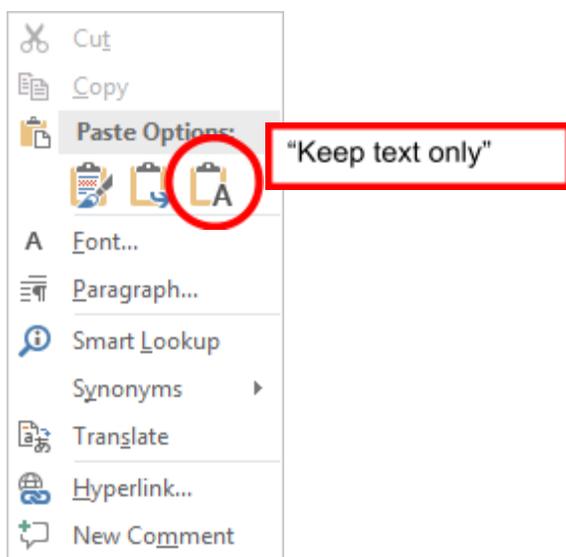
- 10) From the Atlas page, hold the CTRL key and click the Email Class button, (if you are using an apple product, hold the Command key ⌘.) With this key held, click on the **Email Class button**.



11) This time, a new browser tab should open up. (If you don't see the new browser tab, check your pop-up blocker settings).



12) With your mouse, right-click the contents in the address bar, and select "Copy". You will need to open Microsoft Word. From the blank Word document, you can paste the contents as plain text.



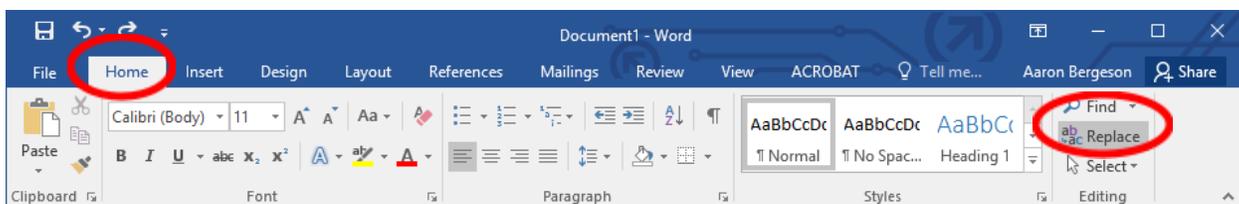
13) Notice the extra text at the beginning of your student list. Delete “mailto:?Bcc=”

14) You’ll also see the class list with commas. For this to work in the email address bar, we need the delimiter to be a semicolon rather than a comma. There is a simple solution:

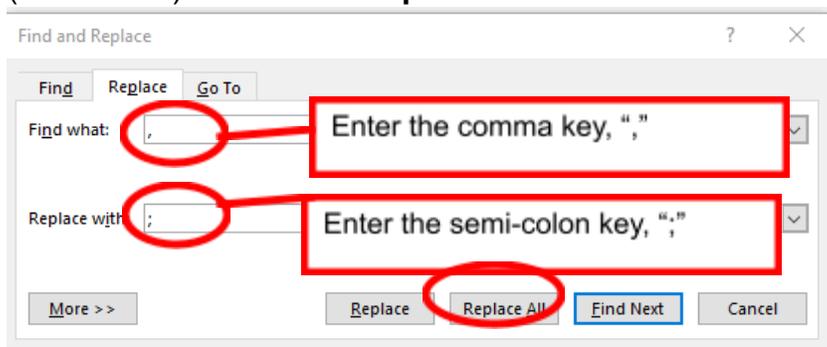
Comma delimiters

abigailadams@mail.valenciacollege.edu, frederickdouglass@mail.valenciacollege.edu, calvincoolidge@mail.valenciacollege.edu, johnlennon@mail.valenciacollege.edu, billieholiday@mail.valenciacollege.edu, muhammadali@mail.valenciacollege.edu, billgates@mail.valenciacollege.edu, bobdylan@mail.valenciacollege.edu, abrahamlincoln@mail.valenciacollege.edu, atticusfinch@mail.valenciacollege.edu, ulyssegrant@mail.valenciacollege.edu, humphreybogart@mail.valenciacollege.edu, tomsawyer@mail.valenciacollege.edu

15) These commas can all be changed at once by using the “Replace” command on your Microsoft Word Home tab:



16) The “Find and Replace” window will open asking what you want to replace. In the **Find What** field, enter “,” (comma). In the **Replace with** field, enter “;” (semi-colon). Select the “**Replace All**” button.



17) Now your list of names should have the semi-colon delimiter:

Semi-colon delimiters

abigailadams@mail.valenciacollege.edu;frederickdouglass@mail.valenciacollege.edu;calvincoolidge@mail.valenciacollege.edu;johnlennon@mail.valenciacollege.edu;billieholiday@mail.valenciacollege.edu;muhammadali@mail.valenciacollege.edu;billgates@mail.valenciacollege.edu;bobdylan@mail.valenciacollege.edu;abrahamlincoln@mail.valenciacollege.edu;atticusfinch@mail.valenciacollege.edu;ulyssesgrant@mail.valenciacollege.edu;humphreybogart@mail.valenciacollege.edu;tomsawyer@mail.valenciacollege.edu

18) Now you can copy this list and paste it into your address bar in Outlook from Office 365. Each student should populate as a separate individual denoted with a circular initial icon. You should have one of these for each student in your class:



johnadams@mail.valenciacollege.edu



billieholiday@mail.valenciacollege.edu

19) You can now compose your message and email your students.