

FORMATTING EMAIL ADDRESSES

HOME > FACULTY CENTER > CLASS ROSTER

Notifying students via email in PeopleSoft does not allow faculty the ability to attach documents. This documentation will assist in formatting email addresses to be used in Microsoft Outlook.

1. Log into PeopleSoft.
2. Navigate to "Faculty Center".
3. Select "change term" if necessary and identify the appropriate term.
4. Click on the class roster icon to view the students enrolled in the class.
5. Select the students you wish to email by checking the Notify checkbox.
6. At the bottom of the page, click the Notify Selected Students button.
7. Copy the students' emails from the BCC: box.
8. Open Microsoft Word and paste the list into the document.
9. Select the entire list.
10. On the home tab, locate the editing tool at the far right. Click replace.
11. Enter a comma in the "Find What" field and a semi colon in the "Replace With" field. Click replace all.
12. Click Yes when asked to confirm the replacements made.
13. Copy and paste the email addresses into your Microsoft Outlook email.