

## How to send your classes Students an email from Vitnet

This will not work for Graduate Education Off Campus courses because the default email display on Class Roster is the UNI or Viterbo University Email. Graduate Education Off Campus students DO NOT get a viterbo email address so if you try to email what is there, it will bounce an email error back to you.

1. Under Faculty in Vitnet select Class Roster

2. Select the class title

Section Name and Title	Term	Start Date	End Date	Meeting Information
<a href="#">RLST-486-001 (40760) ST Fmncscn Srvnt Ldrshp</a>	Spring 2013-2014	01/13/14	05/09/14	02/08/2014-02/08/2014 Lecture Saturday 08:30AM - 05:00PM, Murphy Center, Room 448 02/16/2014-02/16/2014 03/29/2014-03/29/2014 Lecture Saturday 08:30AM - 05:00PM, Murphy Center, Room 448 01/13/2014-05/09/2014 AnnouncedArranged, Room ARR 05/06/2014-05/06/2014 Final Tuesday 09:50AM - 11:50AM, Murphy Center, R
<a href="#">SOCL-370-001 (40351) Homelessness</a>	Spring 2013-2014	01/13/14	05/09/14	01/13/2014-05/02/2014 Lecture Thursday 04:30PM - 06:30PM, Murphy Center, Room 378 01/13/2014-05/02/2014 AnnouncedArranged, Room ARR 05/08/2014-05/08/2014 Final Thursday 05:45PM - 07:45PM, Murphy Center, R
<a href="#">SVLD-546-001 (40764)</a>	Spring	01/13/14	05/09/14	02/08/2014-02/08/2014 Lecture Saturday 08:30AM - 05:00PM, Murphy Center, Room 448 02/16/2014-02/16/2014

3. Select E-Mail these Students

Course Name and Title	Instructor	Meeting Information
<a href="#">RLST-486-001 (40760) ST Fmncscn Srvnt Ldrshp</a>	T. Thibodeau, B. Gayle, T. Lewis	02/08/2014-02/08/2014 Lecture Saturday 08:30AM - 05:00PM, Murphy Center, Room 448 02/16/2014-02/16/2014 Saturday 08:30AM - 05:00PM, Murphy Center, Room 448 01/13/2014-05/09/2014 Travel Days to be Annot 11:50AM, Murphy Center, Room 448
<a href="#">SVLD-546-001 (40764) ST Fmncscn Srvnt Ldrshp</a>	T. Thibodeau, B. Gayle, T. Lewis	02/08/2014-02/08/2014 Lecture Saturday 08:30AM - 05:00PM, Murphy Center, Room 448 02/16/2014-02/16/2014 Saturday 08:30AM - 05:00PM, Murphy Center, Room 448 01/13/2014-05/09/2014 Travel Days to be Annot 11:50AM, Murphy Center, Room 448

<-- Select a different course section      **E-Mail these Students**

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Stat
1 Allen, Karen M.	0359621		<a href="mailto:mbmormann@viterbo.edu">mbmormann@viterbo.edu</a>	608-406-0526 (HO)		Unassigned	GR	New
2 Barker, Sheril M	0601020		<a href="mailto:mbmormann@viterbo.edu">mbmormann@viterbo.edu</a>	608.487.4865 (HO)		Unassigned	GR	New

**How to send your classes Students an email from Vitnet**

4. Pick if you want to email all students or just certain students, Click Submit.

### Select Students for E-Mail

**Section Name and Title**

RLST-486-001 ST Fmcsch Srvnt Ldrshp
SVLD-546-001 ST Fmcsch Srvnt Ldrshp

---

**Choose One E-Mail Options**

<input checked="" type="radio"/>	E-Mail All Students Listed
<input type="radio"/>	E-Mail Only Selected Students

---

Select	Students	Status	E-Mail Address
<input type="checkbox"/>	Allen, Karen M.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Barker, Sheryl M.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Borgwardt, Heidi L.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Butzler, Erin E.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Charnetski, Jane M.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Davis, Karla O.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Johnson, Alexandra M.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Moder, Amanda E.	New	mbmormann@viterbo.edu
<input type="checkbox"/>	Schlingen, Jennifer A.	New	mbmormann@viterbo.edu

**SUBMIT**

5. Input who you want Blind Copied or CC and the Subject and Body of the email.

FACULTY
Welcome Thomas Thibo

### Send E-Mail

\* = Required

E-mail Recipients: Ms. Karen M. Allen (mbmormann@viterbo.edu), Ms. Sheryl M. Barker (mbmormann@viterbo.edu), Ms. Heidi L. Borgwardt (mbmormann@viterbo.edu), Ms. E Butzler (mbmormann@viterbo.edu), Ms. Jane M. Charnetski (mbmormann@viterbo.edu), Ms. Karla O. Davis (mbmormann@viterbo.edu), Ms. Alexandra M. Johnson (mbmormann@viterbo.edu), Ms. Amanda E. Moder (mbmormann@viterbo.edu), Ms. Jennifer A. Schlingen (mbmormann@viterbo.edu)

---

Blind Copy (BCC) all recipients

---

Additional E-mail Addresses:

E-mail Action	E-mail Address
Blind Copy To	aranderson@viterbo.edu
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

---

Subject: This is a test for Emailing the Class

E-mail Text: Here is the body of the email.  
Thanks,  
Mary MORMANN

---

Sender's Name: Mr. Thomas A. Thibodeau    Sender's E-mail: tathibodeau@viterbo.edu     Copy (CC) yourself

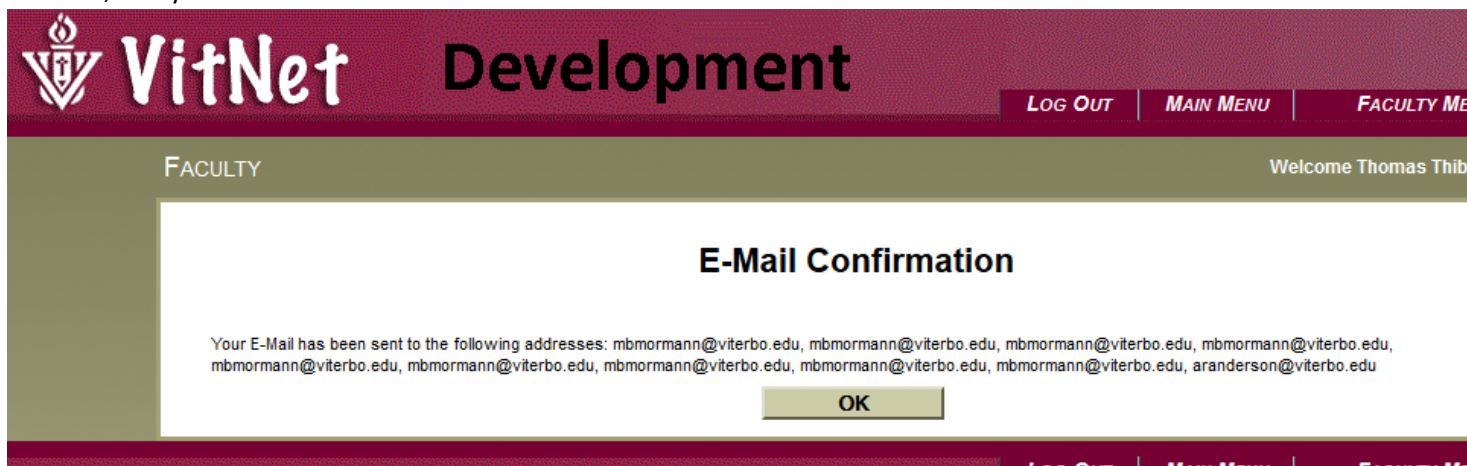
---

Record Contact

**SUBMIT**

## How to send your classes Students an email from Vitnet

6. Click OK, and you are finished.



7. Email looks like this to student.

