

Emailing Your Entire Class

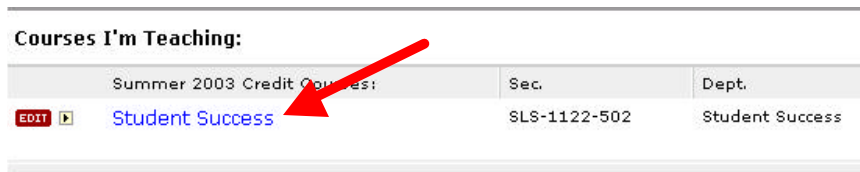
1. Access Atlas at <http://atlas.valenciacc.edu/>
2. Enter your **User Name** and 6 digit **PIN**
3. Click on the **My Courses** tab



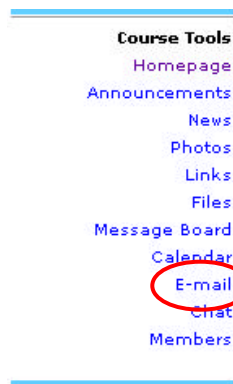
4. Click on the **My Courses** link



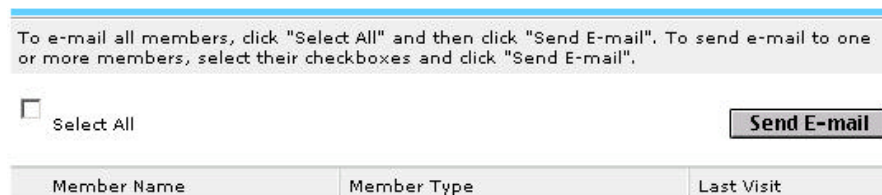
5. Select the course you wish to email



6. Under Course Tools click E-mail



7. A list of students in your course will appear. Check **Select All** or the individual students, then **Send E-mail**



8. The Compose E-mail window will appear. This message will be sent (Bcc) to the students you selected even though their names are not displayed in the 'Bcc' field. Feel free to add any other recipients, but remember that any addresses you add to the 'To' or 'Cc' fields will be visible to all recipients of the message.
 - Complete the subject line and message
 - Spell check, add attachments, a signature, and request read receipt.

Compose E-mail Help

Information:
This message will be sent (Bcc) to the members you selected in **Student Success**, even though their names are not displayed in the 'Bcc' field.
Feel free to add any other recipients, but remember that any addresses you add to the 'To' or 'Cc' fields will be visible to all recipients of the message.

Enter Recipients: Separate recipient names with commas.

To: Address

Cc: Bcc:

Enter Subject:

Enter Message:

Save a copy to the 'Sent' folder Add Signature Request Read Receipt

Attachments:

9. Click on **Send**

