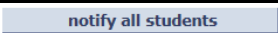


At this time the email students feature in MDConnect does not have the ability to handle attachments. Please follow these simple steps to copy your student’s email address list to Outlook so you can include attachments.

Step	Action
1.	Begin by navigating to the Faculty Center Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule.
2.	Note: The Term will default to the current term. If you need to select a different term, click on the Change Term button.
3.	Click on the Class Roster tab.
4.	Click the Notify all Students button. 
5.	Ensure that your browser does not have the pop-up blocker enabled.
6.	Once the email window opens, select all your student’s email addresses and copy and paste into MS Word, or your preferred word processor. The email addresses in MDConnect are separated by commas “,”. Outlook uses semicolons “;” as the separator.
7.	In Word, find and replace all commas , with semicolons ;
8.	Copy the email address list with the semicolons into the bcc line in Outlook.
9.	Attach any necessary files and send your email message to the students.
10.	You have successfully emailed an attachment to your students from your MDConnect class roster. End of Procedure.

