

# How to email students through Atlas

This document will explain how to email students through Atlas.

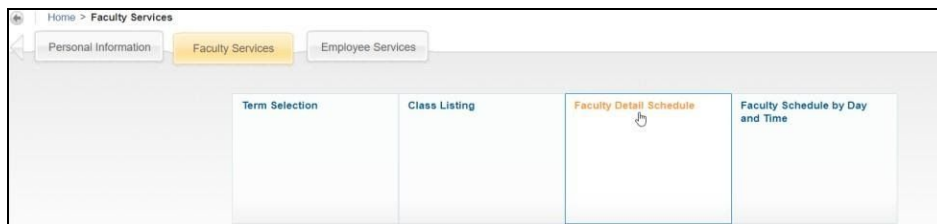
- 1) Go to the [Valencia College website](#).
- 2) Click Atlas Login at the top of the home page.
- 3) Click the Faculty tab on the Navigation bar at the top.



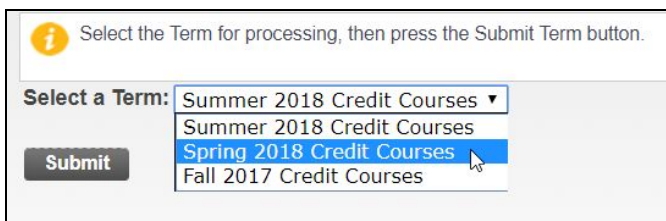
- 4) Click the **Faculty and Advisor Services** button on the top right of the page.



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



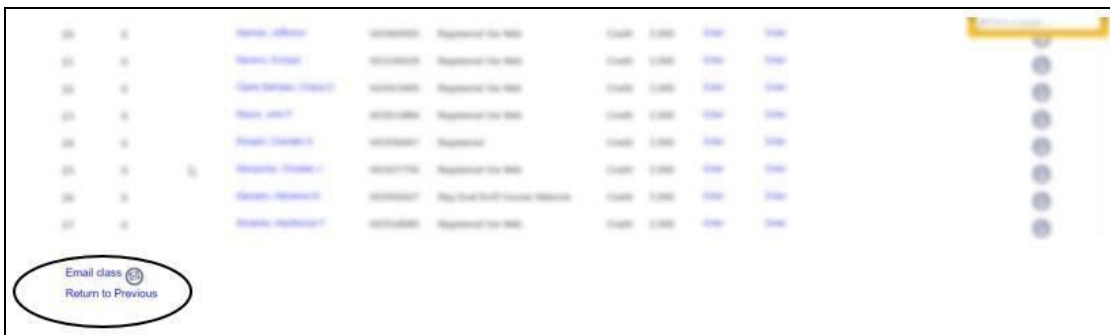
- 6) **Select a Term** and click **Submit**.



- 7) Next to Rosters, click **Classlist**.

<b>Status:</b>	Active
<b>Available for Registration:</b>	Oct 24, 2017 - Jan 16, 2018
<b>College:</b>	Advanced and Professional
<b>Department:</b>	Geology
<b>Part of Term:</b>	1
<b>Course Credits:</b>	3.000
<b>Course Levels:</b>	Credit
<b>Campus:</b>	Lake Nona Campus
<b>Override:</b>	No
<b>Rosters:</b>	Classlist
<b>Office Hours:</b>	Add

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.

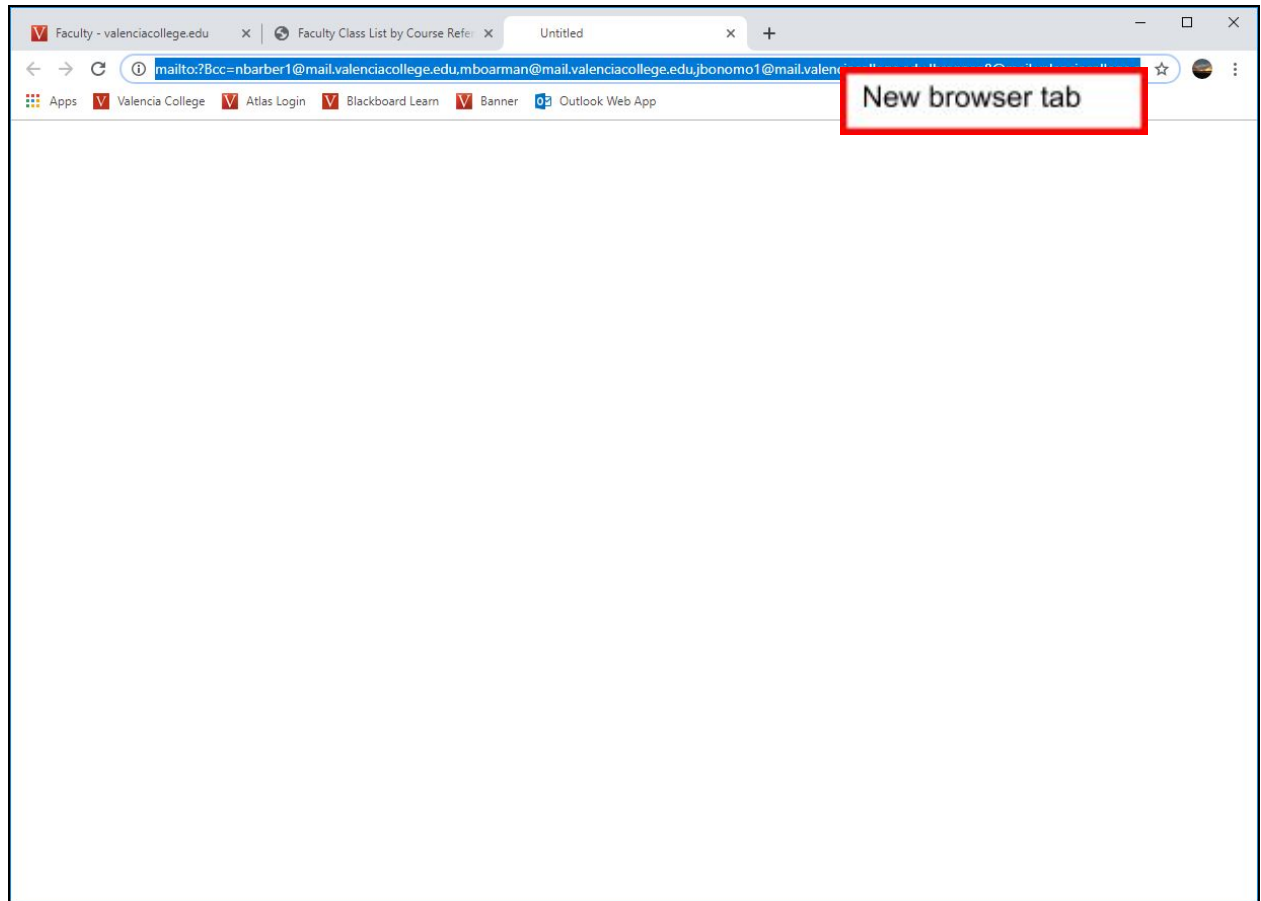


9) If you don't have the Microsoft Outlook application on your computer set up to automatically open to your Valencia account, you can use the Office 365 account to log into your email at <https://www.office.com/>.

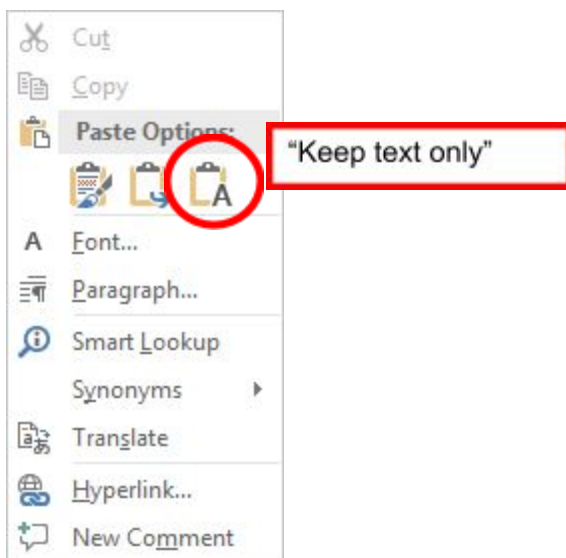
10) From the Atlas page, hold the CTRL key and click the Email Class button, (if you are using an apple product, hold the Command key  $\text{⌘}$ .) With this key held, click on the **Email Class** button.



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.



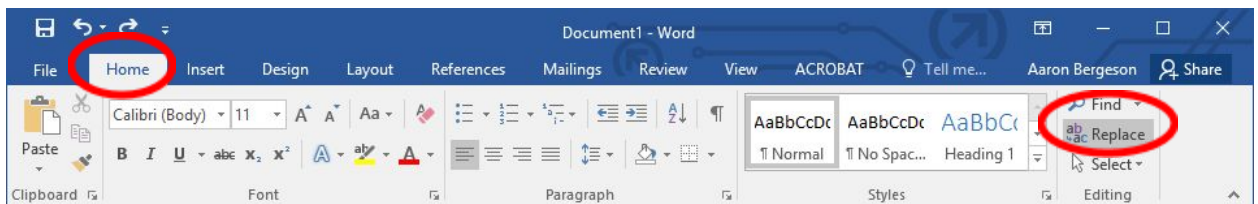
13) Notice the extra text at the beginning of your student list. Delete “mailto:?Bcc=”

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:

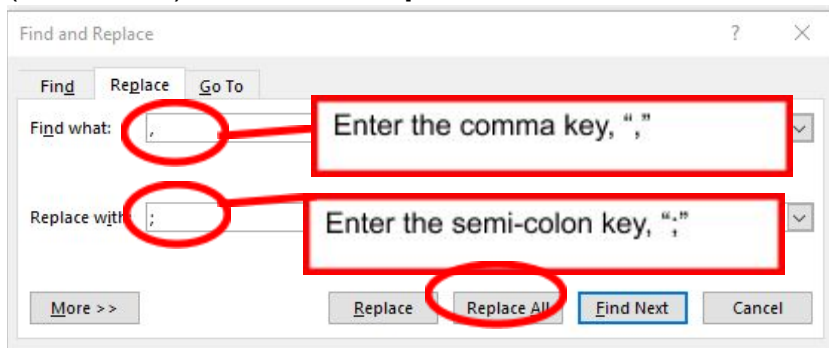
Comma delimiters

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,ulyssesgrant@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.

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## Centers for Teaching/Learning Innovation

Need help? Visit your campus CTLI for assistance.

### East Campus

Building 4, Room 133  
Phone: 407-582-2425

### Lake Nona Campus

Bldg 1, Room 344  
Phone: 407-582-7128

### West Campus

Building 6, Room 327  
Phone: 407-582-5826

### Downtown Campus

Dr. Phillips Academic  
Commons (DPAC) Building,  
Room 261

### Osceola Campus

Bldg 4, Room 124A  
Phone: 407-582-4918

### Winter Park Campus

Room 126  
Phone: 407-582-6919

### Poinciana Campus

Room 305A  
Phone: 407-582-6131