Options for emailing students in your courses

EduCat Options

If the instructor is using EduCat for the course(s), and students have already been loaded into the course, they may either
- post an announcement, or
- add the EduCat mail block to compose a message to students.
In either case, a copy of the message is sent to the NMU email address of the students.

Request a Class email

1. To request a class email list, go to http://myweb.nmu.edu/faculty and login with your NMU username/password.

2. Click the “Request Class Email” button in the upper right hand corner.

3. From the drop-down menu, select the current semester, and click the “Semester” button.

4. Place a check to the left of the course(s) for which you would like to request a class email list, and click the “Update” button.

5. Class email lists are generated automatically overnight. The day after you request the email list, you may email students by typing sxxxxx@nmu.edu into the “To:” field of your message, where xxxxx is the course sequence number of the class.
My NMU

To email students using MyNMU:

1. Open up a web browser and go to http://my.nmu.edu.

2. Type in your User ID and Password. Then click the “Login” button.

3. Select the “Faculty Services” tab. Then click “Summary” to the right of “Class Rosters.”

4. From the “Select a Term” drop-down menu, choose the desired term and click the “Submit” button.
5. From the “CRN” drop-down menu, select the desired course and click the “Submit” button.

Select a CRN

Submit

6. You can either click the email icon to the right of an individual student, or scroll to the bottom if you wish to email the entire class.

* Please note: you will have to have an email client such as Microsoft Outlook or Entourage configured on your computer. The email client will automatically open up with the email address(es) in either the “To:” or “BCC:” field.

7. If you are emailing the entire class, type your email address in the “To:” field, type your subject and message, and click the “Send” button.