Quick Steps to Email entire class

- **Use Moodle.** Moodle has an external email feature that will send everyone an email at their ISU email address. If you are not using Moodle, however, here’s a second option.

- **Paste the addresses into Gmail** *(this option also works for emailing your advisee list)*
  1. Using Firefox for your browser, open BengalWeb and navigate to your class list.
  2. Scroll to the bottom of the list. Find the Email class link on the bottom left. Right click on either the link or the icon.
  3. Click on the Copy Email Address option that appears.
  4. Go to Gmail and click on Compose Mail.
  5. Right click in the “Bcc” field and choose Paste. The emails of all your students will appear.
  6. Scroll to the beginning of the list of emails and delete “?Bcc=“ found there.

  7. The email list is now ready to go. Just type in your subject and message as usual.