


Notifying Your Students in my.SMU

Introduction

Within my.SMU, you have the ability to send e-mails to entire class rosters or only selected students within a class. This will open a new e-mail within your default e-mail client on your computer.

Procedure

1. Click the **My Schedule** link.
2. Click the **Class Roster** button for the desired class. 
3. To notify specific students:
 - a. Check the boxes to the left of the names of the students you would like to notify.
 - b. Click **Notify Selected Students**.
 - c. You will be prompted to confirm your selections. Click **Send Notification**.
 - d. A new e-mail window will open in your computer's default e-mail client.
4. To notify the entire class:
 - a. Click **Notify All Students**.
 - b. A new e-mail window will open in your computer's default e-mail client. No confirmation is required when notifying entire class.

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

notify selected students

notify all students

import class roster

import photo roster

1. The notification buttons pictured above will appear at the bottom of your class roster.

You may also notify a single student by clicking on their name within the class roster.

