




Email Announcements

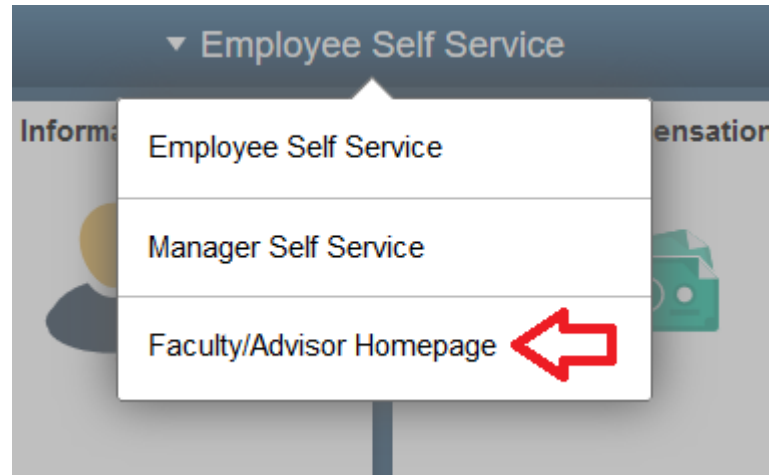
If faced with a campus closure, you may contact your students via Canvas Announcements or via email through my.smu.edu. For additional SMU webmail documentation visit <https://www.smu.edu/OIT/Services/webmail>.

To email all students in your course via my.smu.edu, log into the system then:

- Go to the **Faculty/Advisor Homepage** using the top toolbar.
- Click **Faculty Center**.
- Click the **Class Roster** button for the desired class. 

To Notify Selected Students:

- Check the boxes to the left of the names of the students you would like to notify.
- Click Notify Selected Students.
- You will be prompted to confirm your selections. Click Send Notification.
- A new e-mail window will open in your computer's default e-mail client.



To notify the entire class:

- Click **Notify All Students**.
- A new e-mail window will open in your computer's e-mail client. No confirmation is required when notifying entire class.

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