

## How to Email your Students from S&T Connect



### Email Students from S&T Connect

1. Click on the **Students** top-level tab.
2. Select one or more students in the list using the check boxes to the left of the students' names. You may select up to 750 students at a time.
3. Click on the **Send Message** link in the action bar to display the Send Message window.
4. From the Send Message window, enter a Subject and Note to email the student.
5. You have the option to email a copy of the email to yourself. Select the **Send copy to yourself** checkbox if you wish to do this.
6. **Submit** the form to send the email to all selected students.

Messages created this way will be displayed in the Student folder in the Notes tab as a private note, for each selected student.

