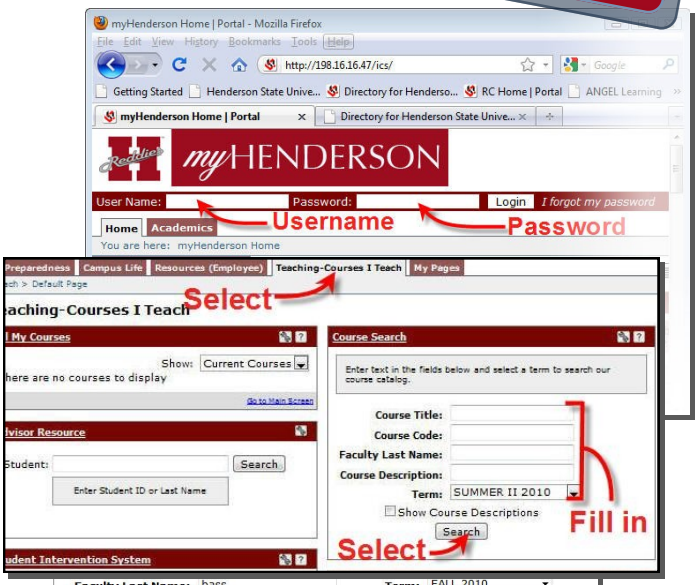
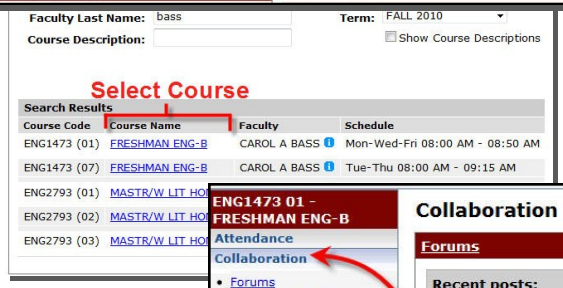
E-Mailing Students in myHENDERSON

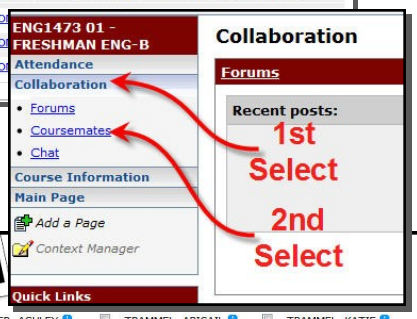
1) Log into Reddie Connect. If you have password problems, there is a link in “Employees” section on the opening page that will explain how to get a new password sent to you via email.



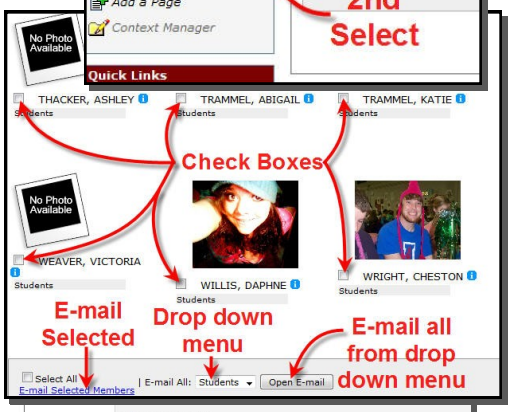
2) Now you will want to select the “Teaching—Courses I Teach” tab found at the top of the window. Then fill in as many of the fields under the “Course Search” section as you want. The more you fill in, the more specific the search. Once you have everything typed in, select “Search”.



3) Then your results will be displayed. In this example, I looked up the last name “Bass”. Look for the course that you would like to E-Mail, and then select it.



4) Now look on the left side of the screen. In the red portion should be the class name. Below that, select “Collaboration” and then select “Coursemates”.



5) There should be a list of students names and pictures. To the left of the names is a box. If you want to e-mail specific students, you can put a check in the box and select “E-mail Selected Members” at the bottom. If you want to e-mail all the students or faculty for a course, use the drop down selection and then click on “Open E-Mail”.

6) At the top of the window you will see the students that are included in the e-mail. Type in the subject and Body of your e-mail. Near the bottom, you can attach a file by selecting “Browse…” and then selecting “Add” once you have found the file. Select “Send” when you want to send the E-Mail.

Please contact Jacob Mills if you have any questions about this process.

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