

Email and Google

How do I send email through the Portal?

[My.Carthage.edu](http://my.carthage.edu)

On-line Registration and Advising

This document explains how faculty can use the Jenzabar portal to send e-mail to their advisees or students in their courses.

First, access the site and login:

Point your web browser to <http://my.carthage.edu>. Go to the log-in area located in the upper right hand corner of the page. Use your Carthage username and password to log in.

Email to Advisees

You can send e-mail to an individual advisee or to all or multiple advisees through the advisee roster in the portal. For instructions how to access the advisee roster, [click here.](#))

To e-mail one student, click the envelope icon next to their name.

To e-mail multiple students, select the check box of the student or students that you wish to contact, then click the link to "E-mail selected students" at the bottom of the screen.

To e-mail to all students on the list, check the box at the top of the list, then click the link to "E-mail selected students" at the bottom of the screen.

Type the message text and subject in the box provided. You may want to check the box to send a copy of the message to yourself since a copy will NOT automatically be put into your Sent box.

Email to Class Members

You can send e-mail to an individual student, multiple students, or all the students in a specific course through the course roster in the portal. For instructions how to access the course roster, [click here.](#)

To e-mail one student, click the envelope icon next to their name.

To e-mail multiple students, select the check box of the student or students that you wish to contact, then click the link to "E-mail selected students" at the bottom of the screen.

To e-mail to all students on the list, check the box at the top of the list, then click the link to "E-mail selected students" at the bottom of the screen.

You can also e-mail to the student's advisor through this interface by clicking on the

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envelope next to the advisor's name.

Type the message text and subject in the box provided. You may want to check the box to send a copy of the message to yourself since a copy will NOT automatically be put into your Sent box. Replies, however, would be routed to your Carthage e-mail address.

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