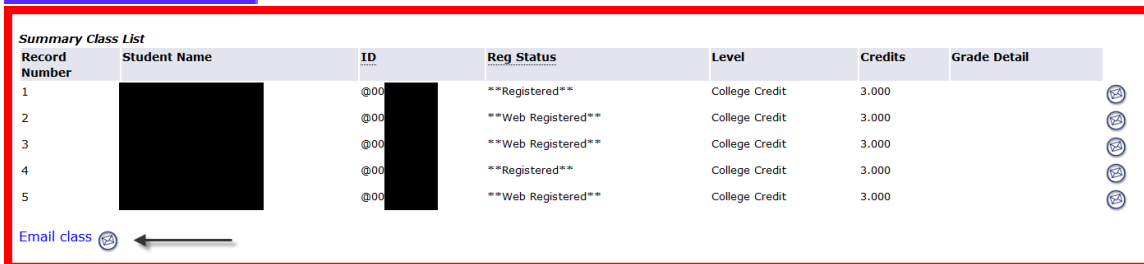



Sending Email to Your Class through SOAR

This documentation will show you how to send an email to all the students in your class through SOAR.


Log in to SOAR at <https://soar.svcc.edu> and bring up your class list by clicking on the **Faculty & Counselors** link and then on the **Class List** link. On the next screen select the term and then the class. Scroll down to the bottom of your class list to find the Email class icon.




Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1		@00	**Registered**	College Credit	3.000	
2		@00	**Web Registered**	College Credit	3.000	
3		@00	**Web Registered**	College Credit	3.000	
4		@00	**Registered**	College Credit	3.000	
5		@00	**Web Registered**	College Credit	3.000	

Email class 

If On Campus:

1. Click on the mail icon. 
2. This will open your gmail and create a new message. Your students' email address will be in the Bcc box. (*Bcc stands for "Blind Carbon Copy", which means multiple recipients will not see each other's email address. It is recommended that you Bcc your students so that they will not see each others email addresses.*)
3. Compose your message and send.

If Off Campus:

1. **Right Click** on the mail icon. 
2. If using:
 - Chrome or Firefox**- Select Copy Email Address from the menu list
 - Internet Explorer** - Select Copy shortcut from the menu list.
3. Open your @svcc.edu Gmail and begin a new message.
4. Paste the copied email addresses into the Bcc: box by first clicking "Add Bcc:" You can leave the "To:" box empty or enter your address to send a copy to yourself. (*Bcc stands for "Blind Carbon Copy", which means multiple recipients will not see each other's email address. It is recommended that you Bcc your students so that they will not see each others email addresses.*)
5. When you pasted these addresses from SOAR some extra text was copied that you need to delete. In the Bcc: box scroll all the way to the beginning of the email addresses. You will need to delete the following: "text, mailto:?Bcc="
6. Compose your message and send.